

# LABOR EXCHANGE 9002/VETS 200 REPORTING SYSTEM

## User's Guide

ETA  
US Department of Labor  
Employment and Training Administration

Documentation **Version: 1.2**, October 8, 2002

The **Labor Exchange 9002/VETS 200 Reporting System** was designed, programmed, and documented for the:

United States Department of Labor  
Office of Workforce Investment  
Office of Adult Services  
Division of United States Employment Service

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# Access Labor Exchange 9002/VETS 200 Reporting System

Follow the steps below to access the **ETA Labor Exchange 9002 /VETS 200 Reporting System**.

1. Open your Web browser and type the following address in the URL **Location** field at the top of the window: <http://www.etareports.doleta.gov> (Figure 1).



**Figure 1:** Web Browser – Location Field Displayed

2. Press **Enter**. The **ETA Login** window is displayed (Figure 2).



**Figure 2:** ETA Login Window

3. Type the Password. Click  . The **Labor Exchange 9002/VETS 200 Reporting System Choose Report Program Window** is displayed (Figure 3).

**ETA**  
U.S. Department of Labor  
Employment and Training Administration

*Labor Exchange 9002 / VETS 200  
Reporting System*

---

Please Choose the Report Program  
State: ME

[Log Out](#) | [Help](#)

**Figure 3:** Choose Report Program Window

4. You may print any previously saved form by clicking  in the Choose Report Program window. The **Print Selection Window** is displayed (Figure 4).

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Employment and Training Administration

*Labor Exchange 9002 / VETS 200  
Reporting System*

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Please select form name, report quarter and print report:

<input type="text" value="Service to Job Seeker"/>	<input type="text" value="12/31/2001"/>	<input type="button" value="Print 9002 A Report"/>
<input type="text" value="Service to Veterans"/>	<input type="text" value="12/31/2001"/>	<input type="button" value="Print 9002 B Report"/>
<input type="text" value="Performance Outcomes-Veterans"/>	<input type="text" value="03/31/2002"/>	<input type="button" value="Print 9002 D Report"/>
<input type="text" value="Job Openings Received"/>	<input type="text" value="03/31/2002"/>	<input type="button" value="Print 9002 E Report"/>
<input type="text" value="DVOP (VETS 200A)"/>	<input type="text" value="06/30/2002"/>	<input type="button" value="Print Vets A Report"/>
<input type="text" value="LVER (VETS 200B)"/>	<input type="text" value="06/30/2002"/>	<input type="button" value="Print Vets B Report"/>
<input type="text" value="DVOP/LVER (VETS 200C)"/>	<input type="text" value="06/30/2002"/>	<input type="button" value="Print Vets C Report"/>

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 4:** Print Selection Window

To print a previously saved report, select the desired form name and report quarter from the **Print Selection** window, then click the **Print...Report** button. The selected report appears in an Adobe Acrobat window (Figure.5).

ETA 9002 A Quarterly Report  
Service to Job Seekers

U.S. Department of Labor  
Labor Exchange Program

State: MAINE Report Due 10/1/2001 to 12/31/2001 OMB No. 1205-0240 Expires:

Cumulative for Four Quarters Ending mm/yyyy	A Tot Job Seekers		B Employment Status at Registration		C Eligible Claimant Total	D Hispanic or Latino		E Race						
	Employed	Unemployed	Yes	No		American Indian or AK Native	Asian	Black or African-American	Hawaiian Native or Pacific Islander	White	More than One Race	Other		
	1	2	3	4	5	6	7	8	9	10	11	12	13	
1 Total Active Job Seekers	100	75	25	25	25	0	0	0	0	0	0	0	0	
2 Veterans and Eligible Persons	88	75	13	4	0	0	0	0	0	0	0	0	0	
3 MSFW	73	50	23	17	0	0	0	0	0	0	0	0	0	
4 Interstate	20	25	5	8	0	0	0	0	0	0	0	0	0	
5 Male	85	55	30	25	0	0	0	0	0	0	0	0	0	
6 Female	35	20	15	0	0	0	0	0	0	0	0	0	0	
7 Youth	4	2	2	0	0	0	0	0	0	0	0	0	0	
8 Adult (19 and over)	80	53	27	25	0	0	0	0	0	0	0	0	0	
9 18-44	44	30	14	15	0	0	0	0	0	0	0	0	0	
10 45-54	30	20	10	0	0	0	0	0	0	0	0	0	0	
11 55 and over	10	5	5	0	0	0	0	0	0	0	0	0	0	
12 Received Staff-Assisted Services	5	2	3	0	0	0	0	0	0	0	0	0	0	

Figure 5: VETS Report in Adobe Acrobat Window

Click the **Print** icon in the Acrobat window. The **Print Dialogue Box** is displayed (Figure 6).

**Print**

Printer Name: \\FSN000A\QT4620C Properties

Status: Ready

Type: HP LaserJet 8150 PCL 6

Where: \\FSN000A\QT4620C

☐ Reverse pages

☐ Print as image

☐ Print to file

Print Range

☒ All ☐ Selected pages/graphic

☐ Current page

☐ Pages from: 1 to: 2

Print: Even and Odd Pages

☒ Comments

Copies and Adjustments

Number of copies: 1

☒ Collate

☒ Shrink oversized pages to paper size

☐ Expand small pages to paper size

☒ Auto-rotate and center pages

PostScript Options

Print Method: Language Level 2

☒ Optimize for Speed

☒ Download Asian Fonts ☐ Save Printer Memory

Color Managed: On printer

Preview

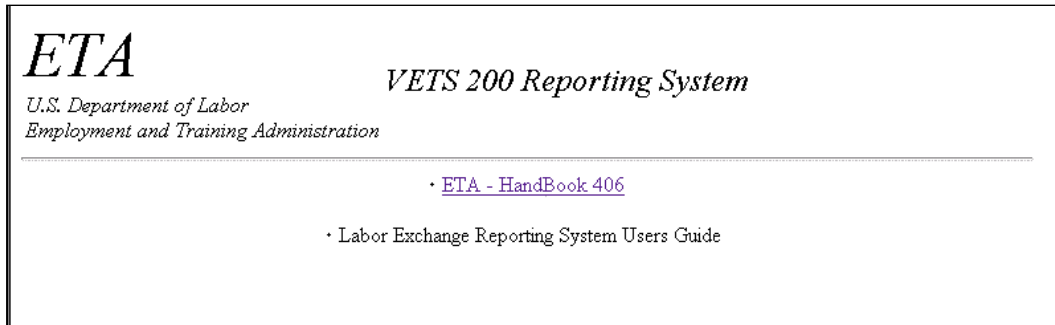
Units: Inches Zoom: 100.0%

OK Cancel

Figure 6: Print Dialogue Box

Select **Shrink oversized pages to paper size** and **Auto-rotate and center pages** in the print dialogue box, then click **OK** to print your report.

5. At any point in the application process you may click **Log Out** to exit the system, or **Help** to get additional guidance.
6. When you click Help, a **Help Links** window is displayed directing you to additional resources (Figure 7).



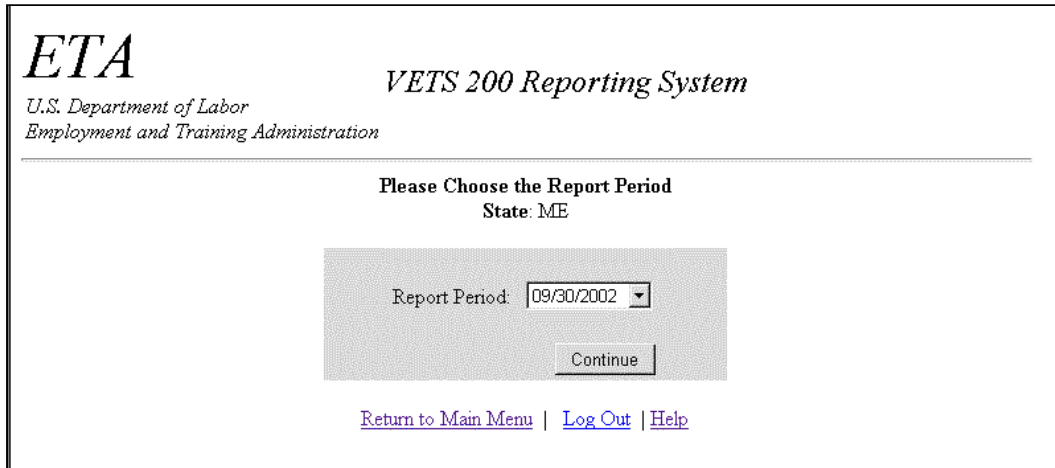
**Figure 7:** Help Links Window

# Enter VETS DVOP Report (Form 200A)

## Access VETS DVOP Report

Follow the steps below to access the **VETS DVOP** Report.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **VETS 200 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 8) is displayed.



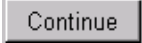
The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title is a horizontal line. Under the line, the text 'Please Choose the Report Period' is centered, followed by 'State: ME'. Below this is a shaded rectangular area containing a 'Report Period:' label, a dropdown menu showing '09/30/2002', and a 'Continue' button. At the bottom of the shaded area are three links: 'Return to Main Menu', 'Log Out', and 'Help'.

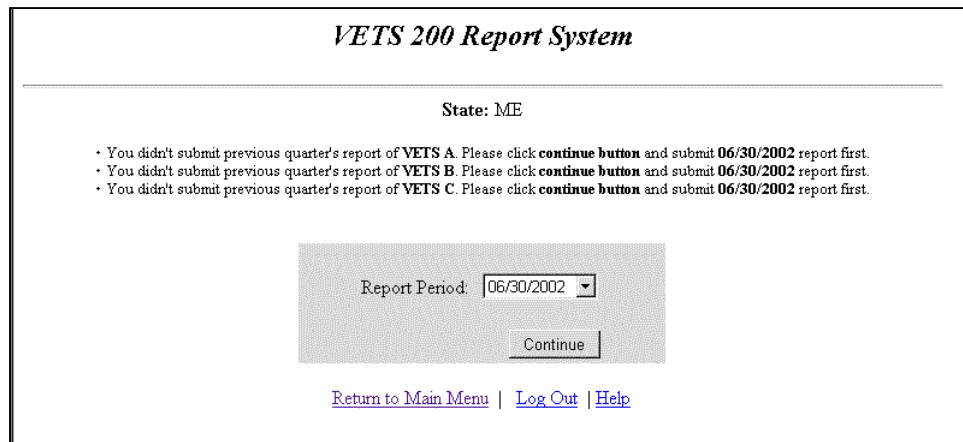
**Figure 8:** Choose Report Period Window

3. Click the arrow at the end of the **Choose Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 11) is displayed. Continue to step 4. If you get an error message, see **Note A** below.



**Note A:** You must submit VETS 200 quarterly reports in order. If you fail to select the correct quarter in the step above, an error message (Figure 9) and a follow-up message (Figure 10) are displayed.

The error message tells you what reports must be filed. Click  in the error message window to view the follow-up message, which guides you through the process of filing the missing reports.




**VETS 200 Report System**

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State: ME

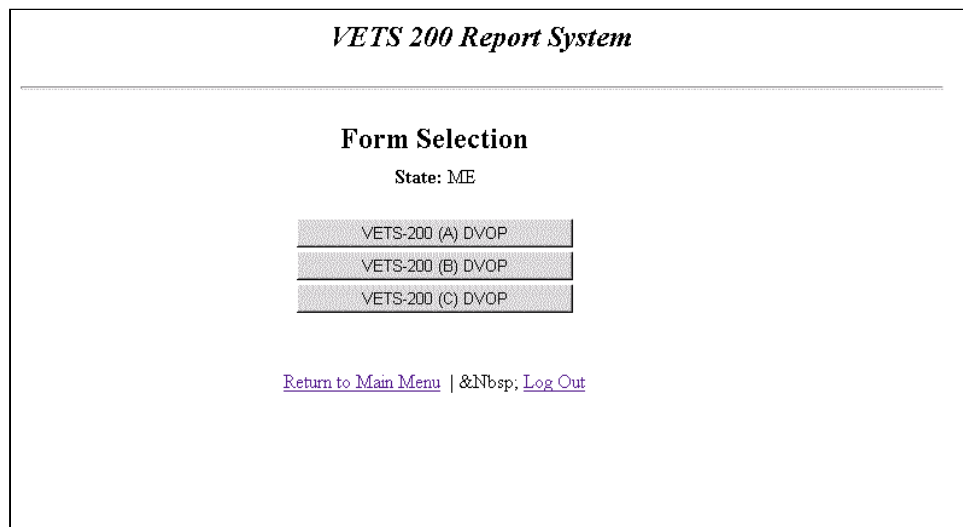
- You didn't submit previous quarter's report of VETS A. Please click **continue button** and submit **06/30/2002** report first.
- You didn't submit previous quarter's report of VETS B. Please click **continue button** and submit **06/30/2002** report first.
- You didn't submit previous quarter's report of VETS C. Please click **continue button** and submit **06/30/2002** report first.

Report Period:



[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 9:** VETS 200 Report Selection Error Message



**VETS 200 Report System**

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**Form Selection**

State: ME

[Return to Main Menu](#) | [Log Out](#)

**Figure 10:** VETS 200 Error Follow-Up Window

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**VETS 200 Reporting System**

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**Form Selection**

State: ME  
Report Quarter: 09/30/2002

DVOP (VETS 200A)  
LVER (VETS 200B)  
DVOP/LVER (VETS 200C)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 11: Form Selection Window**

4. Click **DVOP (VETS 200A)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 12).

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**VETS 200 Reporting System**

---

**Please Select Method to Submit Your Data**

Form Name: DVOP ( VETS 200 A )  
State: ME  
Report Quarter: 09/30/2002

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 12: DVOP Data Submission Options Window**

## Enter/Submit VETS DVOP Report

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You may submit the **VETS DVOP** Report by uploading a data file or by entering the data manually.

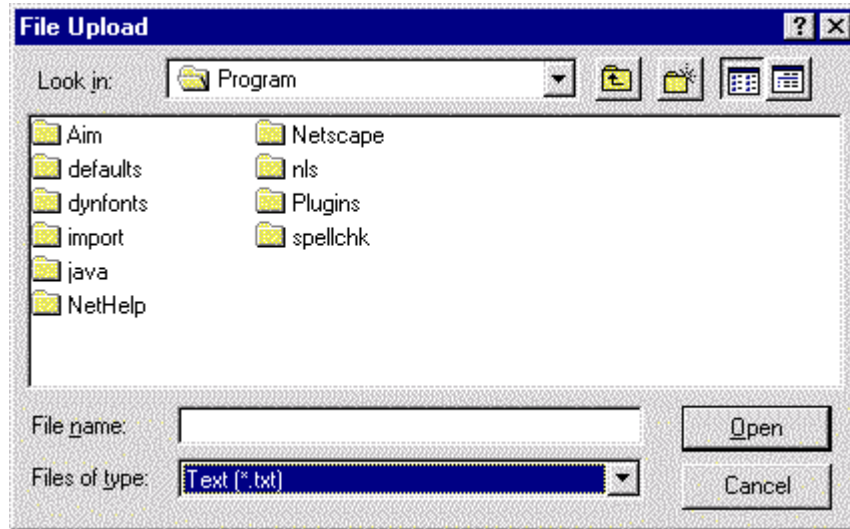
### Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 13) is displayed.


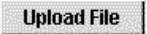
The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration'. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title, the following information is displayed: 'Form Name: DVOP ( VETS 200 A )', 'State: ME', and 'Report Quarter: 09/30/2002'. The main content area is a light gray box with the instruction: 'To upload data, type in your filename (include complete path) or browse your system for the file:'. Below this instruction is a text input field, a 'Browse...' button, and an 'Upload the File' button. Below these buttons is the text '-OR-' and a button labeled 'Submit Zero data for this Quarter'. At the bottom of the gray box are three links: 'Return to Main Menu', 'Log Out', and 'Help'.

**Figure 13:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 14) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 14:** File Upload Window

3. When the desired file appears in the File name field, click  . The Upload File to Server window (Figure 13) is displayed again. The path and name for the selected file should appear in the Browse field.
4. Click  . The **DVOP Quarterly Report** form is displayed (Figure 15).



U.S. Department of Labor  
Employment and Training Administration

## VETS 200 Reporting System

VETS-200 (A) \_\_\_\_\_ DVOP Quarterly Report

U.S. Department of Labor

DRAFT 9/27/01

Veterans' Employment and Training Service

State : ME

OMB Approval No : 1205-0240  
Expiration Date : 4/30/05

Current Reporting Period Data	A. Total Applicants	B. Total Veterans & Eligible Persons	C. Vietnam Era Veterans	D. Campaign Badge Veterans	E. Disabled Veterans	F. Special Disabled Vets	G. Newly Separated Veterans	H. Female Veterans
1 Total Applicants	2999	168	0	36	2	0	0	19
2 Male	2817	149	0	30	1	0	0	
3 Female	176	19	0	6	1	0	0	
4 19-44	1479	85	0	14	2	0	0	11
5 45-54	982	61	0	16	0	0	0	8
6 55 And Over	522	21	0	0	0	0	0	0
<b>a. Services Provided</b>								
7 Received Staff Assisted Services	3464	216	0	45	3	0	0	25
8 Received Career Guidance	0	0	0	0	0	0	0	0
9 Provided Case Mgmt. Services	49	16	0	1	0	0	0	4
10 Referred to Federal Training	136	13	0	1	0	0	0	1
11 Referred to WIA Services	19	3	0	2	0	0	0	1
12 Referred to Support Services	600	35	0	11	0	0	0	4
13 Received Job Search Activities	2213	145	0	30	1	0	16	16
14 Referred to Employment	1198	88	0	17	1	0	0	15
15 Referred to Federal Job	0	0	0	0	0	0	0	0
16 Referred to FCIL Job		1	0	0		0	0	
<b>b. Results And Outcomes</b>								
17 Entered Employment	824	45	0	10	0	0	0	1
18 Entered Employment Rate Base	1245	71	0	15	0	0	0	3
19 Entered Employment Rate	66	63	0	67	0	0	0	33
20 Employment Retention At Six Months		30	0	2	0	0	0	1
21 Employment Retention At Six Months Base		37	0	4	0	0	0	1
22 Employment Retention At Six Months Rate		81	0	50	0	0	0	100
23 Entered Employment Following Staff Assisted Services		46	0	9	0	0	0	1
24 Entered Employment Following S/A Services Base		61	0	10	0	0	0	3
25 Entered Employment Following S/A Services Rate		75	0	90	0	0	0	33
26 Entered Employment Following Case Management		3	0	0	0	0	0	0
27 Entered Employment Following Case Management Base		4	0	0	0	0	0	0
28 Entered Employment Following Case Management Rate		75	0	0	0	0	0	0
29 Federal Training Placements	6	0	0	0	0	0	0	0
30 Placed in Federal Job	0	0	0	0	0	0	0	0
31 Placed in FCIL Job		2	0	0		0	0	
32 Job Seeker Satisfaction Score*								

VETS is exploring the feasibility of developing a JSSS. At this time, this line is a placeholder. There is no reporting required.


Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by 38 U.S.C 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-131.6, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0240). VETS-200(A)

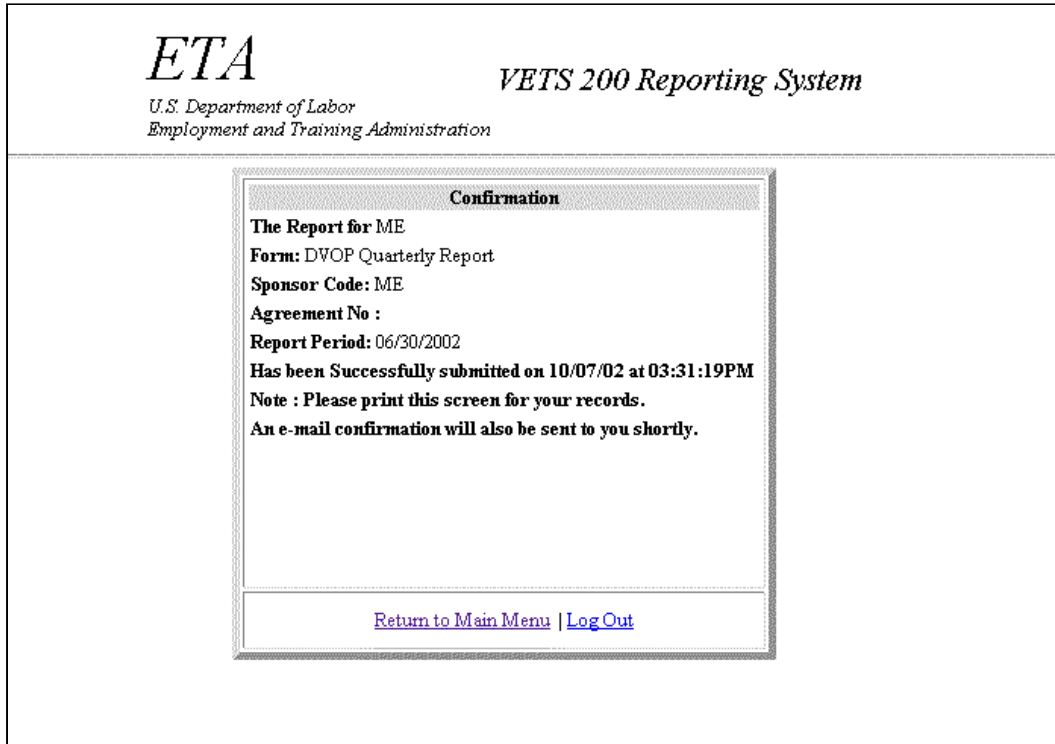
Report Comments:

Your PIN Number : \*\*\*\*\*

Submit

Figure 15: DVOP Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 16).



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**VETS 200 Reporting System**

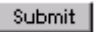
**Confirmation**

**The Report for ME**  
**Form:** DVOP Quarterly Report  
**Sponsor Code:** ME  
**Agreement No :**  
**Report Period:** 06/30/2002  
**Has been Successfully submitted on 10/07/02 at 03:31:19PM**  
**Note : Please print this screen for your records.**  
**An e-mail confirmation will also be sent to you shortly.**

[Return to Main Menu](#) | [Log Out](#)

**Figure 16: DVOP Confirmation Message**

### Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 12). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 16).

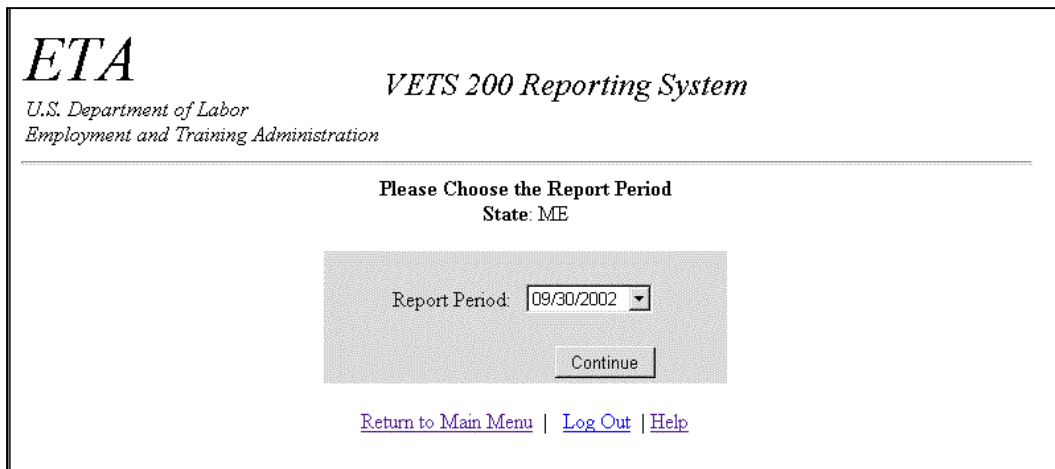
## Enter VETS LVER Report (Form 200B)

### Access VETS LVER Report

---

Follow the steps below to access the **VETS LVER** Report

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **VETS 200 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 17) is displayed.



The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title is a horizontal line. Under the line, the text 'Please Choose the Report Period' is centered, followed by 'State: ME'. In the center of the window is a shaded rectangular box containing the text 'Report Period:' followed by a dropdown menu showing '09/30/2002' and a 'Continue' button. At the bottom of the window, there are three links: 'Return to Main Menu', 'Log Out', and 'Help'.

**Figure 17:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 18) is displayed. Continue to step 4. If you get an error message, see **Note A** above.

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**VETS 200 Reporting System**

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**Form Selection**

State: ME  
Report Quarter: 09/30/2002

DVOP (VETS 200A)  
LVER (VETS 200B)  
DVOP/LVER (VETS 200C)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 18:** Form Selection Window

4. Click **LVER (VETS 200B)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 19).

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Employment and Training Administration

**VETS 200 Reporting System**

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**Please Select Method to Submit Your Data**

Form Name: LVER (VETS 200 B)  
State: ME  
Report Quarter: 09/30/2002

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 19:** LVER Data Submission Options Window



## Enter/Submit VETS LVER Report

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You may submit the **VETS LVER** Report by uploading a data file or by entering the data manually.

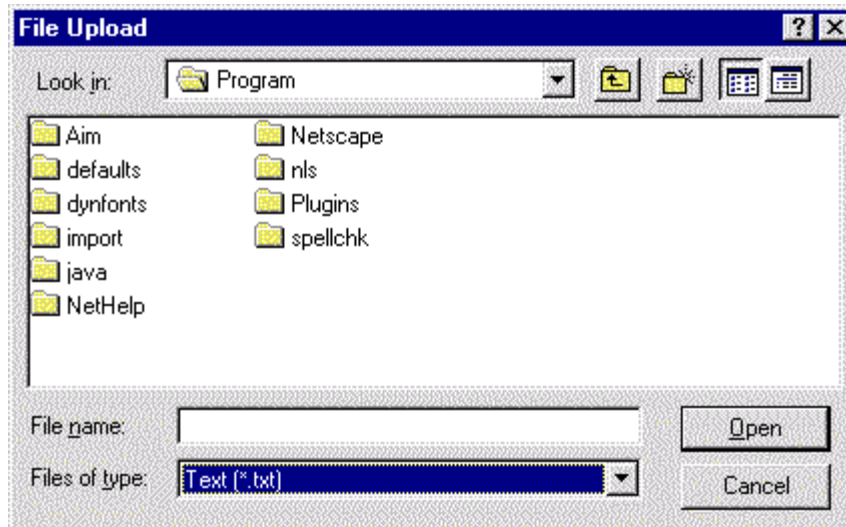
### Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 20) is displayed.

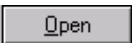

The screenshot shows the 'VETS 200 Reporting System' interface. In the top left corner, the 'ETA' logo is displayed above the text 'U.S. Department of Labor' and 'Employment and Training Administration'. The title 'VETS 200 Reporting System' is centered at the top. Below the title, the following information is shown: 'Form Name: LVER ( VETS 200 B )', 'State: ME', and 'Report Quarter: 06/30/2002'. A central instruction reads: 'To upload data, type in your filename (include complete path) or browse your system for the file:'. Below this instruction is a text input field, a 'Browse...' button, and an 'Upload the File' button. At the bottom of the window, there are three links: 'Return to Main Menu', 'Log Out', and 'Help'.

**Figure 20:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 21) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 21:** File Upload Window

3. When the desired file appears in the File name field, click  . The Upload File to Server window (Figure 20) is displayed again. The path and name for the selected file should appear in the Browse field.
4. Click  . The **LVER Quarterly Report** form is displayed (Figure 22).

VETS-200 (B) \_\_\_\_\_ LVER Quarterly Report

U.S. Department of Labor

DRAFT 9/27/01

Veterans' Employment and Training Service

State : ME

OMB Approval No : 1205-0240  
Expiration Date : 4/30/05

Current Reporting Period Data	A. Total Applicants	B. Total Veterans & Eligible Persons	C. Vietnam Era Veterans	D. Campaign Badge Veterans	E. Disabled Veterans	F. Special Disabled Vets	G. Newly Separated Veterans	H. Female Veterans
1 Total Applicants	7487	492	0	120	5	0	0	61
2 Male	6815	430	0	104	4	0	0	
3 Female	662	61	0	16	1	0	0	
4 19-44	4028	266	0	60	4	0	0	52
5 45-54	2234	162	0	41	0	0	0	7
6 55 And Over	1194	61	0	0	1	0	0	2
<b>a. Services Provided</b>								
7 Received Staff Assisted Services	9207	609	0	146	5	0	0	71
8 Received Career Guidance	0	0	0	0	0	0	0	0
9 Provided Case Mgmt. Services	175	29	0	4	0	0	0	7
10 Referred to Federal Training	92	9	0	3	0	0	0	2
11 Referred to WIA Services	119	9	0	0	0	0	0	2
12 Referred to Support Services	1750	157	0	41	1	0	0	21
13 Received Job Search Activities	6171	424	0	102	2	0	49	49
14 Referred to Employment	3252	229	0	51	1	0	0	29
15 Referred to Federal Job	0	0	0	0	0	0	0	0
16 Referred to FCIL Job		1	0	0		0	0	
<b>b. Results And Outcomes</b>								
17 Entered Employment	1790	102	0	16	1	0	0	18
18 Entered Employment Rate Base	2912	179	0	35	2	0	0	25
19 Entered Employment Rate	61	57	0	46	50	0	0	72
20 Employment Retention At Six Months		72	0	17	1	0	0	14
21 Employment Retention At Six Months Base		83	0	21	1	0	0	17
22 Employment Retention At Six Months Rate		87	0	81	100	0	0	82
23 Entered Employment Following Staff Assisted Services		118	0	18	1	0	0	18
24 Entered Employment Following S/A Services Base		186	0	32	2	0	0	23
25 Entered Employment Following S/A Services Rate		63	0	56	50	0	0	78
26 Entered Employment Following Case Management		12	0	1	0	0	0	2
27 Entered Employment Following Case Management Base		20	0	2	0	0	0	3
28 Entered Employment Following Case Management Rate		60	0	50	0	0	0	67
29 Federal Training Placements	19	2	0	0	0	0	0	0
30 Placed in Federal Job	0	0	0	0	0	0	0	0
31 Placed in FCIL Job		2	0	0		0	0	
32 Job Seeker Satisfaction Score*								

VETS is exploring the feasibility of developing a JSSES. At this time, this line is a placeholder. There is no reporting required.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by 38 U.S.C 4107 and 4212. Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Veterans Employment and Training Service, S-131 6, Washington, D.C. 20210 ( Paperwork Reduction Project 1205-0240 ). VETS-200(B)

**Report Comments:**


Your PIN Number :

Submit

Figure 22: LVER Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click **Submit** . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 23).

The screenshot shows a web page for the VETS 200 Reporting System. At the top left is the ETA logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration'. To the right is the title 'VETS 200 Reporting System'. Below this is a horizontal line. In the center, there is a box titled 'Confirmation'. Inside this box, the text reads: 'The Report for ME', 'Form: LVER Quarterly Report', 'Sponsor Code: ME', 'Agreement No :', 'Report Period: 03/31/2002', 'Has been Successfully submitted on 08/17/02 at 02:55:51PM', 'Note : Please print this screen for your records.', and 'An e-mail confirmation will also be sent to you shortly.' At the bottom of the box are two links: 'Return to Main Menu' and 'Log Out'.

**Figure 23:**LVER Confirmation Message

### Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 19). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 23).

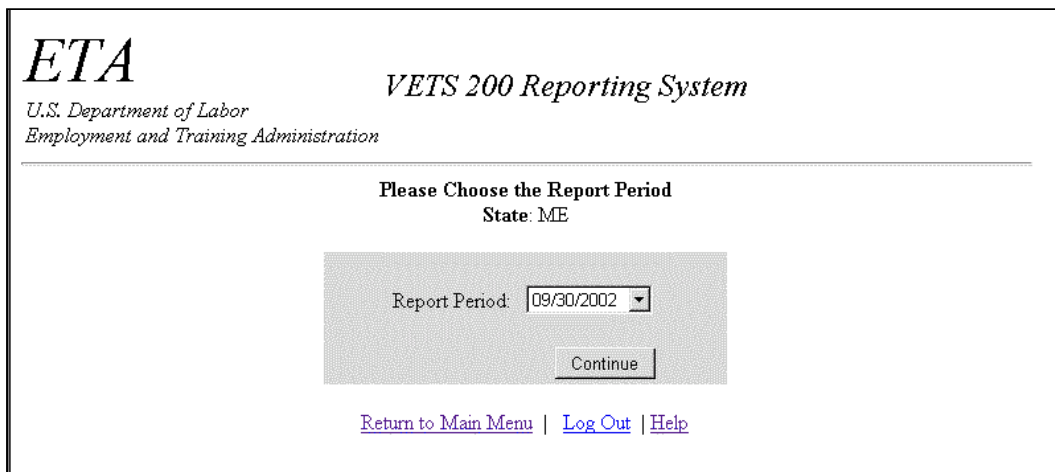
## Enter VETS DVOP/LVER (Form 200C)

### Access VETS DVOP/LVER Report

---

Follow the steps below to access the **VETS DVOP/LVER** Report.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **VETS 200 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 24) is displayed.



The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title is a horizontal line, followed by the instruction 'Please Choose the Report Period' and 'State: ME'. In the center is a shaded box containing a 'Report Period:' label, a dropdown menu showing '09/30/2002', and a 'Continue' button. At the bottom of the page are three links: 'Return to Main Menu', 'Log Out', and 'Help'.

**Figure 24:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 25) is displayed. Continue to step 4. If you get an error message, see **Note A** above.

**ETA**  
U.S. Department of Labor  
Employment and Training Administration

**VETS 200 Reporting System**

---

**Form Selection**

State: ME  
Report Quarter: 09/30/2002

DVOP (VETS 200A)  
LVER (VETS 200B)  
DVOP/LVER (VETS 200C)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 25:** Form Selection Window

4. Click **DVOP/LVER (VETS 200C)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 26).

**ETA**  
U.S. Department of Labor  
Employment and Training Administration

**VETS 200 Reporting System**

---

**Please Select Method to Submit Your Data**

Form Name: DVOP/LVER ( VETS 200 C )  
State: ME  
Report Quarter: 09/30/2002

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 26:** DVOP/LVER Data Submission Options Window

## Enter/Submit VETS DVOP/LVER Report

---

You may submit the **DVOP/LVER** Report by uploading a data file or by entering the data manually.

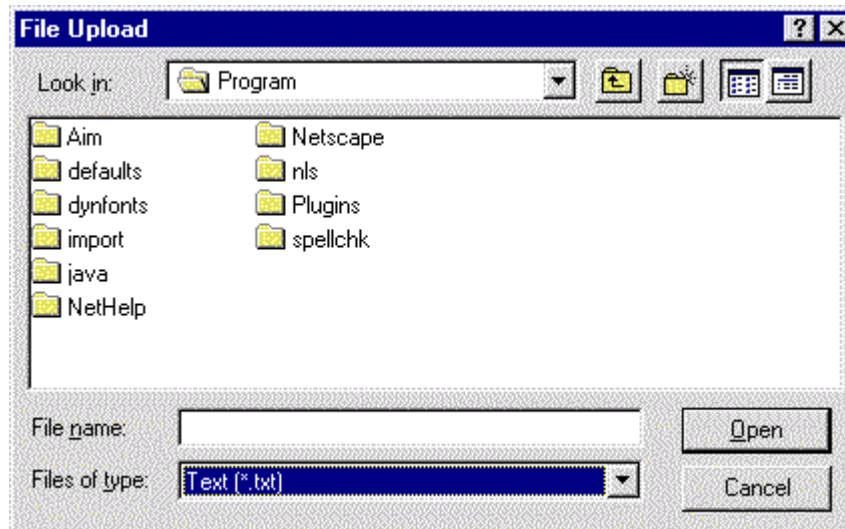
### Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window. The **Upload File to Server** window (Figure 27) is displayed.

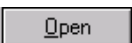

The screenshot shows the 'VETS 200 Reporting System' interface. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration'. To the right of the logo is the title 'VETS 200 Reporting System'. Below the title, the following information is displayed: 'Form Name: DVOP/LVER ( VETS 200 C )', 'State: ME', and 'Report Quarter: 09/30/2002'. The main content area has a grey background and contains the instruction: 'To upload data, type in your filename (include complete path) or browse your system for the file:'. Below this instruction is a text input field, a 'Browse...' button, and an 'Upload the File' button. Below these buttons is the text '-OR-' and a button labeled 'Submit Zero data for this Quarter'. At the bottom of the window are three links: 'Return to Main Menu', 'Log Out', and 'Help'.

**Figure 27:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 28) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 28:** File Upload Window

3. When the desired file appears in the File name field, click  . The Upload File to Server window (Figure 27) is displayed again. The path and name for the selected file should appear in the Browse field.
4. Click  . The **DVOP/LVER Quarterly Report** form is displayed (Figure 29).



**ETA**U.S. Department of Labor  
Employment and Training Administration**VETS 200 Reporting System**

VETS-200 (C) \_\_\_\_\_ DVOP/LVER Quarterly Report


U.S. Department of Labor

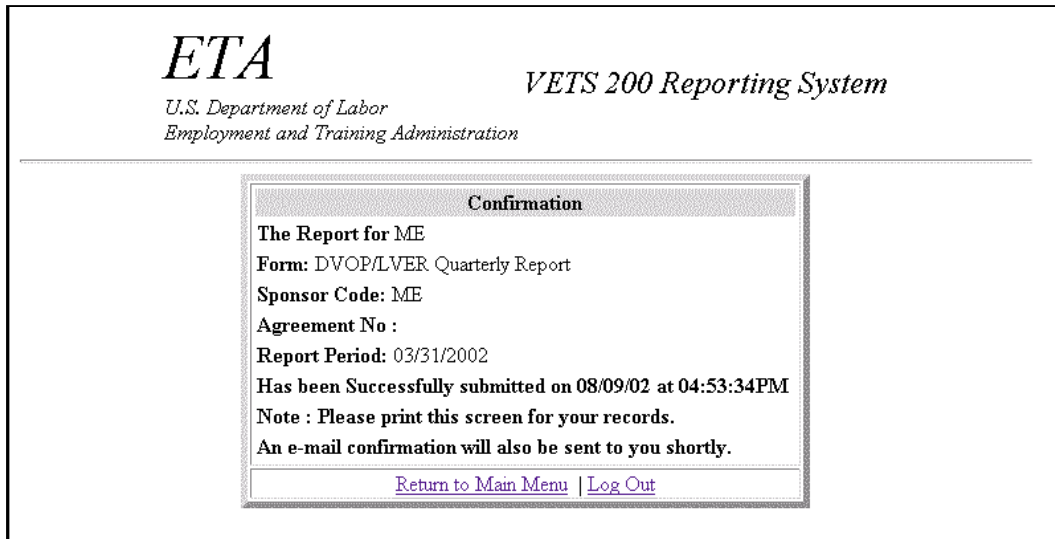
DRAFT 9/27/01

Veterans' Employment and Training Service

State : ME		OMB Approval No : 1205-0240 Expiration Date : 4/30/05							
Current Reporting Period Data		A. Total Applicants	B. Total Veterans & Eligible Persons	C. Vietnam Era Veterans	D. Campaign Badge Veterans	E. Disabled Veterans	F. Special Disabled Vets	G. Newly Separated Veterans	H. Female Veterans
1	Total Applicants	10486	660	0	156	7	0	0	80
2	Male	9632	579	0	134	5	0	0	
3	Female	838	80	0	22	2	0	0	
4	19-44	5507	351	0	74	6	0	0	63
5	45-54	3216	223	0	57	0	0	0	15
6	55 And Over	1716	82	0	0	1	0	0	2
<b>a. Services Provided</b>									
7	Received Staff Assisted Services	11620	731	0	170	7	0	0	88
8	Received Career Guidance	0	0	0	0	0	0	0	0
9	Provided Case Mgmt. Services	218	41	0	4	0	0	0	9
10	Referred to Federal Training	228	22	0	4	0	0	0	3
11	Referred to WIA Services	138	12	0	2	0	0	0	3
12	Referred to Support Services	2317	186	0	51	1	0	0	23
13	Received Job Search Activities	8073	541	0	126	2	0	60	60
14	Referred to Employment	4236	304	0	67	2	0	0	43
15	Referred to Federal Job	0	0	0	0	0	0	0	0
16	Referred to FCJL Job		1	0	0		0	0	
<b>b. Results And Outcomes</b>									
17	Entered Employment	2418	133	0	22	1	0	0	19
18	Entered Employment Rate Base	3865	226	0	45	2	0	0	28
19	Entered Employment Rate	63	59	0	49	50	0	0	68
20	Employment Retention At Six Months		102	0	19	1	0	0	15
21	Employment Retention At Six Months Base		120	0	25	1	0	0	18
22	Employment Retention At Six Months Rate		85	0	76	100	0	0	83
23	Entered Employment Following Staff Assisted Services		135	0	22	1	0	0	19
24	Entered Employment Following S/A Services Base		211	0	37	2	0	0	26
25	Entered Employment Following S/A Services Rate		64	0	59	50	0	0	73
26	Entered Employment Following Case Management		15	0	1	0	0	0	2
27	Entered Employment Following Case Management Base		24	0	2	0	0	0	3
28	Entered Employment Following Case Management Rate		63	0	50	0	0	0	67
29	Federal Training Placements	25	2	0	0	0	0	0	0
30	Placed in Federal Job	0	0	0	0	0	0	0	0
31	Placed in FCJL Job		1	0	0		0	0	
32	Job Seeker Satisfaction Score*								
<b>Report Comments:</b> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>									
Your PIN Number : <input type="text"/>									
<input type="button" value="Submit"/>									

**Figure 29: DVOP/LVER Quarterly Report Form**


5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 30).



The screenshot shows a web page for the VETS 200 Reporting System. At the top left is the ETA logo with the text "U.S. Department of Labor" and "Employment and Training Administration". To the right is the title "VETS 200 Reporting System". Below this is a shaded box titled "Confirmation" containing the following text: "The Report for ME", "Form: DVOP/LVER Quarterly Report", "Sponsor Code: ME", "Agreement No :", "Report Period: 03/31/2002", "Has been Successfully submitted on 08/09/02 at 04:53:34PM", "Note : Please print this screen for your records.", and "An e-mail confirmation will also be sent to you shortly." At the bottom of the box are two links: "Return to Main Menu" and "Log Out".

**Figure 30:** DVOP/LVER Confirmation Message

### Submit Data Manually

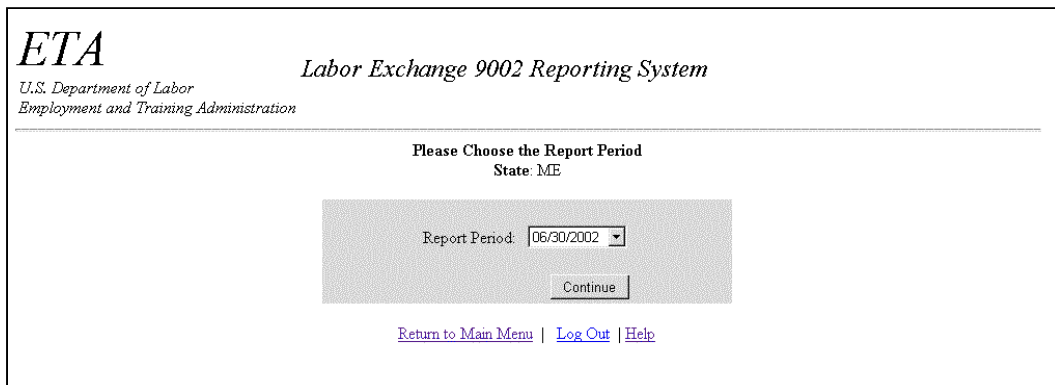
1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 26). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 30).

## Enter Labor Exchange Service to Job Seeker Report (Form 9002A)

### Access Labor Exchange Service to Job Seeker Report

Follow the steps below to access the **Labor Exchange Service to Job Seeker Report**.

1. To access VETS 200 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 31) is displayed.



**ETA**  
U.S. Department of Labor  
Employment and Training Administration

*Labor Exchange 9002 Reporting System*

Please Choose the Report Period  
State: ME

Report Period: 06/30/2002


Continue

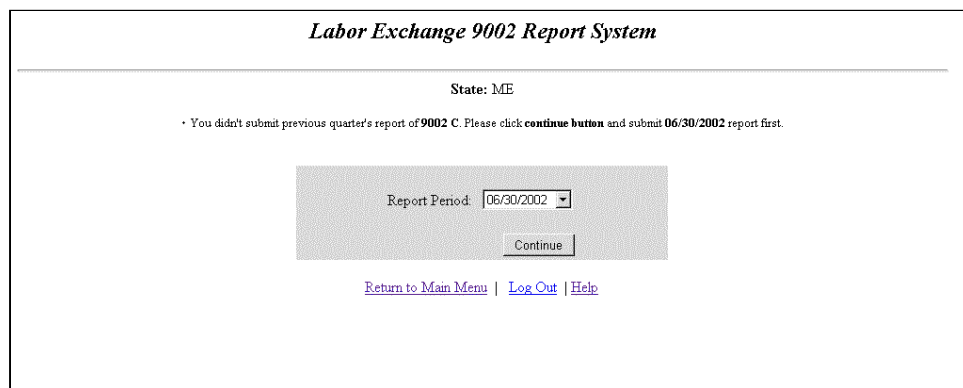
[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 31:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 34) is displayed. Continue to step 4. If you get an error message, see **Note B** below.

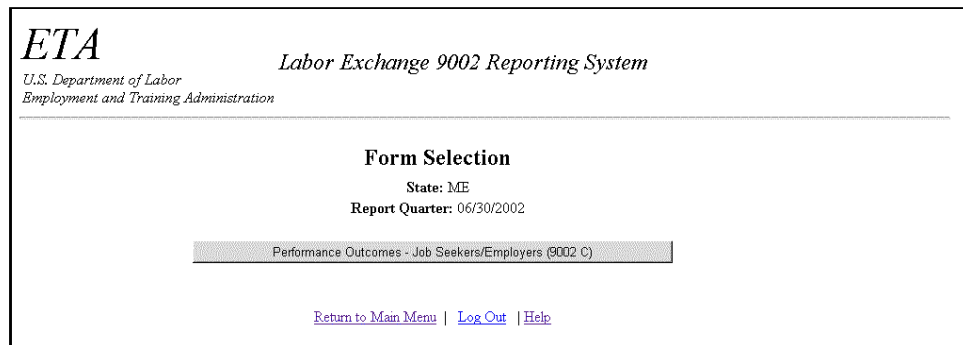
**Note B:** You must submit Labor Exchange 9002 quarterly reports in order. If you fail to select the correct quarter in the step above, an error message (Figure 28) and a follow-up message (Figure 29) are displayed.

The error message tells you what reports must be filed. Click  in the error message window to view the follow-up message, which guides you through the process of filing the missing reports.



The screenshot shows a web page titled "Labor Exchange 9002 Report System". Below the title, it says "State: ME". A message reads: "• You didn't submit previous quarter's report of 9002 C. Please click **continue button** and submit 06/30/2002 report first." Below this message is a form with a "Report Period:" label and a dropdown menu showing "06/30/2002". To the right of the dropdown is a "Continue" button. At the bottom of the form are three links: "Return to Main Menu", "Log Out", and "Help".

**Figure 32:** Labor Exchange 9002 Report Selection Error Message



The screenshot shows a web page titled "ETA Labor Exchange 9002 Reporting System". The page header includes "U.S. Department of Labor" and "Employment and Training Administration". Below the header, it says "Form Selection". Under "Form Selection", it says "State: ME" and "Report Quarter: 06/30/2002". Below this is a button labeled "Performance Outcomes - Job Seekers/Employers (9002 C)". At the bottom of the form are three links: "Return to Main Menu", "Log Out", and "Help".

**Figure 33:** Labor Exchange 9002 Error Follow-Up Window

**ETA**  
U.S. Department of Labor  
Employment and Training Administration

*Labor Exchange 9002 Reporting System*

---

**Form Selection**

State: ME  
Report Quarter: 06/30/2002

Service to Job Seeker (9002 A)  
Service to Veterans (9002 B)  
Performance Outcomes - Job Seekers/Employers (9002 C)  
Performance Outcomes - Veterans (9002 D)  
Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 34:** Form Selection Window

4. Click **Service to Job Seeker (9002 A)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 35).

**ETA**  
U.S. Department of Labor  
Employment and Training Administration

*Labor Exchange 9002 Reporting System*

---

**Please Select Method to Submit Your Data**

Form Name: Service to Job Seeker (9002 A)  
State: ME  
Report Quarter: 06/30/2002

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 35:** Service to Job Seeker Data Submission Options Window

## Enter/Submit Labor Exchange Service to Job Seeker Report

---

You may submit the **Labor Exchange Service to Job Seeker Report** by uploading a data file or by entering the data manually.

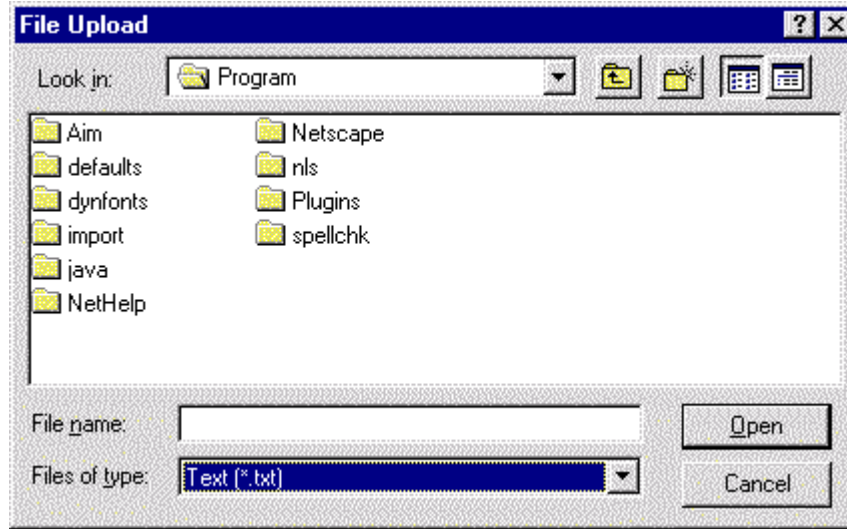
### Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 35). The **Upload File to Server** window (Figure 36) is displayed.

The screenshot shows a web application window titled "Labor Exchange 9002 Reporting System". In the top left corner, it says "ETA U.S. Department of Labor Employment and Training Administration". The main content area displays the following information: "Form Name: Service to Job Seeker (9002 A)", "State: ME", and "Report Quarter: 06/30/2002". Below this, a prompt reads "Please upload your file to the server". Under the prompt is a text input field containing the file path "C:\My Documents\Labor...Vets...RptgSystem", followed by a "Browse..." button and an "Upload File" button. At the bottom of the window, there are four links: "Back to Previous Page", "Return to Main Menu", "Log Out", and "Help".

**Figure 36:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 37) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 37:** File Upload Window

3. When the desired file appears in the **File name** field, click **Open**. The **Upload File to Server** window (Figure 36) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click **Upload File**. The **Service to Job Seekers Quarterly Report** form is displayed (Figure 38).

**Labor Exchange 9002 Report System**

**ETA 9002 A Quarterly Report  
Service to Job Seeker**

State: MD		Report Due: 03/31/2002 Report Period: 12/31/2001																OMB No. 1206-0240 Expires: 03/31/2002		
Cumulative for Four Quarters Ending mm-dd-yyyy	A	B		C	D		E							F				G	H	I
	Total Job Seekers	Employment Status at Registration		Eligible Claimant	Hispanic or Latino		Race							Education				Persons w/ Disability	MSFW	Dislocated Workers
		Employed	Unemployed		Total	Yes	No	American Indian or Alaska Native	Asian	Black or African- American	Hawaiian Native or other Pacific Islander	White	More Than one Race	Other	In- School	Not High School Graduate	High School Graduate or GED			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1 Total Active Job Seekers	110	75	35	25	25	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2 Veterans_and_Eligible_Persons	88	75	13	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
3 MSFW	72	50	22	17	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
4 Interstate	28	25	3	8	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
5 Male	65	50	15	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
6 Female	35	25	10	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
7 Youth	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
8 Adult (19 and over)	80	55	25	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
9 19-44	40	30	10	15	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
10 45-54	30	20	10	2	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
11 55 and over	10	5	5	3	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
12 Referred Staff-Assisted Services	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
13 Career Guidance	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
14 Job Search Activities	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
15 Referred to Employment	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
16 Referred to WIA Services	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17 Referred to Support Services	5	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Reports Comments: <input type="text"/>																				
Your PIN Number: <input type="text"/>																				

**Figure 38: Service to Job Seekers Quarterly Report Form**

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click **Submit**. When the **Submit** is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 39).



The screenshot shows a web browser window with the title "Labor Exchange 9002 Reporting System". In the top left corner, it says "ETA U.S. Department of Labor Employment and Training Administration". The main content area displays a "Confirmation" box with the following text: "The Report Name: Service to Job Seeker (9002 A)", "State: ME", "Report Period: 06/30/2002", "Has been Successfully submitted on 10/07/2002, 17:34 PM", and "And is now Certified." Below this, a note says "Note: Please print this screen for your records." At the bottom of the page, there are four links: "Back to Previous Page", "Return to Main Menu", "Log Out", and "Help".

**Figure 39:** Confirmation Message

### Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 35). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 39).

# Enter Labor Exchange Service to Veterans Report (Form 9002B)

## Access Labor Exchange Service to Veterans Report

Follow the steps below to access the **Labor Exchange Service to Veterans Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 40) is displayed.

The screenshot shows the 'Labor Exchange 9002 Reporting System' window. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration'. To the right of the logo is the title 'Labor Exchange 9002 Reporting System'. Below the title is a horizontal line. Under the line, the text 'Please Choose the Report Period' is centered, followed by 'State: ME'. In the center of the window is a shaded rectangular area containing a 'Report Period:' label, a dropdown menu showing '06/30/2002', and a 'Continue' button. At the bottom of the window, there are three links: 'Return to Main Menu', 'Log Out', and 'Help'.

**Figure 40:** Choose Report Period Window

3. Click the arrow at the end of the **Choose Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 41) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

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Employment and Training Administration

*Labor Exchange 9002 Reporting System*

---

**Form Selection**

State: ME  
Report Quarter: 06/30/2002

Service to Job Seeker (9002 A)  
Service to Veterans (9002 B)  
Performance Outcomes - Job Seekers/Employers (9002 C)  
Performance Outcomes - Veterans (9002 D)  
Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 41:** Form Selection Window

- Click **Service to Veterans (9002 B)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 42).

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Employment and Training Administration

*Labor Exchange 9002 Reporting System*

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**Please Select Method to Submit Your Data**

Form Name: Service to Veterans (9002 B)  
State: ME

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 42:** Service to Veterans Data Submission Options Window

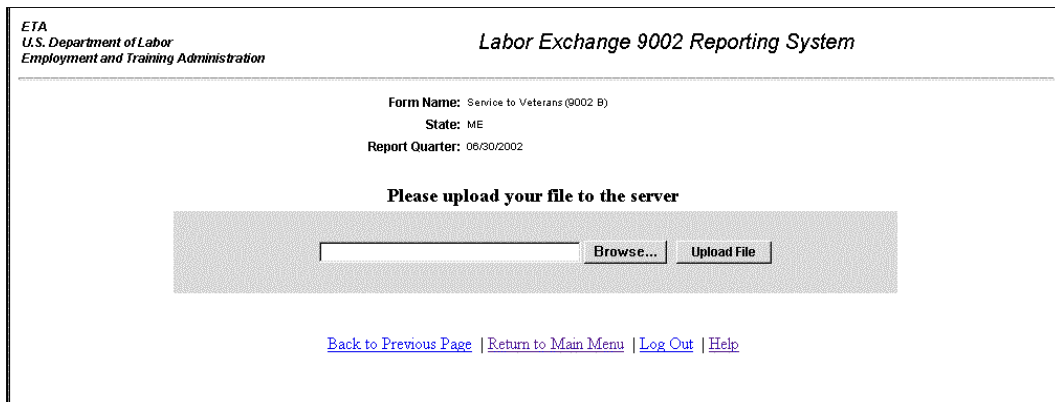
## Enter/Submit Labor Exchange Service to Veterans Report

---

You may submit the **Labor Exchange Service to Veterans** Report by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

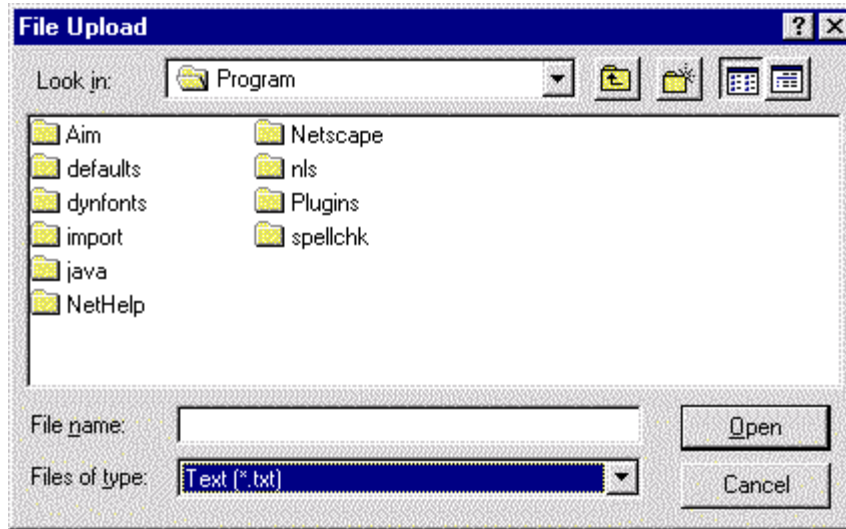
1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 42). The **Upload File to Server** window (Figure 43) is displayed.



The screenshot shows a web interface for the 'Labor Exchange 9002 Reporting System'. At the top left, it says 'ETA U.S. Department of Labor Employment and Training Administration'. The title 'Labor Exchange 9002 Reporting System' is centered at the top. Below the title, the following information is displayed: 'Form Name: Service to Veterans (9002 B)', 'State: ME', and 'Report Quarter: 06/30/2002'. A bold instruction 'Please upload your file to the server' is centered. Below this is a shaded rectangular area containing a text input field, a 'Browse...' button, and an 'Upload File' button. At the bottom of the window, there are four links: 'Back to Previous Page', 'Return to Main Menu', 'Log Out', and 'Help'.

**Figure 43:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 44) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 44:** File Upload Window

3. When the desired file appears in the **File name** field, click **Open** . The **Upload File to Server** window (Figure 43) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click **Upload File** . The **Service to Veterans Quarterly Report** form is displayed (Figure 45).

## Labor Exchange 9002 Report System

### ETA 9002 B Quarterly Report Service to Veterans

State: MD	Report Due: 06/30/2002 Report Period: 03/31/2002																OMB No. 1205-0240 Expires: 06/30/2002					
Cumulative for Four Quarters Ending mm-dd-yyyy	A Total Veterans and Eligible Persons				B Campaign Veterans				C Vietnam Era Veterans				D Disabled Veterans				E Special Disabled Veterans				F Newly Sep. Veterans	
	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
1 Total_Active_Veteran_Job_Seekers	6864	3996	2085	12978	429	1071	478	1981	251	3260	1183	4697	613	437	134	1189	258	216	59	534	179	
2 Male	6042	3815	2035	11922	389	1053	472	1917	240	3165	1165	4573	486	403	132	1025	196	193	58	447	155	
3 Female	815	177	46	1041	40	18	5	63	11	92	16	119	127	33	2	163	62	23	1	87	24	
4 Received Staff-Assisted Services	6806	3970	2073	12882	426	1066	473	1968	250	3240	1173	4666	609	429	130	1173	256	212	58	527	179	
5 Career Guidance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6 Job Search Activities	4747	2795	1466	9028	340	827	375	1543	152	2261	862	3277	435	309	96	844	180	151	44	376	172	
7 Referred to Employment	2826	1577	674	5087	192	459	160	811	98	1258	398	1755	247	168	46	463	92	75	21	188	107	
8 Referred to WIA Services	90	57	33	180	9	18	9	36	3	48	18	69	14	10	3	27	6	5	2	13	2	
9 Referred to Support Services	1657	775	407	2847	148	203	105	456	38	587	223	848	180	122	40	346	87	61	20	169	82	
10 Provided Case Management Services	126	85	32	245	3	30	6	39	7	69	16	92	59	36	8	105	31	26	6	64	6	
11 Referred to Federal Training	150	72	34	256	25	24	6	55	4	61	16	81	20	20	6	46	10	11	5	26	20	
12 Placed in Federal Training	26	13	10	49	1	3	3	7	3	10	7	20	3	2	1	6	1	2	0	3	0	
13 Referred to Federal Job	152	84	35	271	14	29	7	50	6	61	24	91	29	21	5	55	11	9	1	21	18	
14 Placed in Federal Jobs	15	10	1	26	1	3	0	4	0	6	1	7	6	3	0	9	2	1	0	3	1	
15 Referred to FCJL Jobs					109	202	64	375	45	587	175	807					46	49	9	104	69	
16 Placed in FCJL Jobs					12	38	4	54	12	84	16	112					7	5	0	12	3	
Reports Comments:																						
Your PIN Number:	<input style="width: 100%;" type="text"/>																					
	<input type="button" value="Submit"/>																					

**Figure 45:** Service to Veterans Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 46).

The screenshot shows a web browser window with the title "Labor Exchange 9002 Reporting System". In the top left corner, it says "ETA U.S. Department of Labor Employment and Training Administration". In the center, there is a confirmation box with the following text: "Confirmation", "The Report Name: Service to Veterans (9002 B)", "State: ME", "Report Period: 06/00/2002", "Has been Successfully submitted on 10/07/2002, 18:22 PM", and "And is now Certified." Below this, it says "Note: Please print this screen for your records." At the bottom of the page, there are four links: "Back to Previous Page", "Return to Main Menu", "Log Out", and "Help".

**Figure 46:** Confirmation Message

### Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 42). The **Quarterly Report** form is displayed.
2. Type the report data in the fields within the white boxes. These fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 46).

# Enter Labor Exchange Performance Outcomes - Job Seekers/Employers Report (Form 9002C)

## Access Labor Exchange Performance Outcomes - Job Seekers/Employers Report

Follow the steps below to access the **Labor Exchange Performance Outcomes - Job Seekers/Employers Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 47) is displayed.

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Employment and Training Administration

*Labor Exchange 9002 Reporting System*

Please Choose the Report Period  
State: ME

Report Period: 06/30/2002

Continue

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 47:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 48) is displayed. Continue to step 4. If you get an error message, see **Note B** above.



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*Labor Exchange 9002 Reporting System*

---

**Form Selection**

State: ME  
Report Quarter: 06/30/2002

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

**Performance Outcomes - Job Seekers/Employers (9002 C)**

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 48:** Form Selection Window

4. Click **Performance Outcomes - Job Seekers/Employers (9002 C)** in the **Form Selection Window**. The **Data Submission Options** window is displayed (Figure 49).

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Employment and Training Administration

*Labor Exchange 9002 Reporting System*

---

**Please Select Method to Submit Your Data**

Form Name: Performance Outcomes - Job Seekers/Employers  
(9002 C)

State: ME

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 49:** Performance Outcomes – Job Seekers/Employers  
Data Submission Options Window

## Enter/Submit Labor Exchange Performance Outcomes- Job Seekers/Employers Report

---

You may submit the **Labor Exchange Performance Outcomes – Job Seekers/Employers Report** by uploading a data file or by entering the data manually.

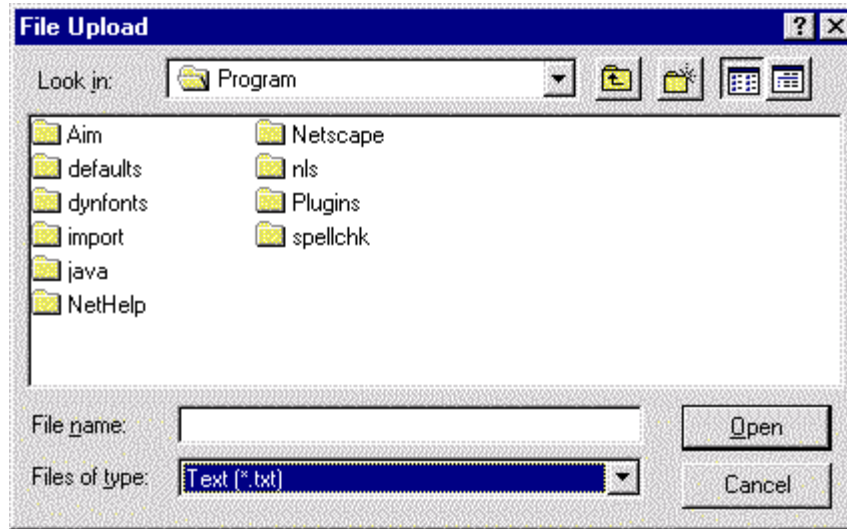
### Submit Data by Uploading File

1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 49). The **Upload File to Server** window (Figure 50) is displayed.

The screenshot shows a web interface for the 'Labor Exchange 9002 Reporting System'. At the top left, it says 'ETA U.S. Department of Labor Employment and Training Administration'. The title 'Labor Exchange 9002 Reporting System' is centered at the top. Below the title, it displays 'Form Name: Performance Outcomes - Job Seekers/Employers (9002 C)', 'State: ME', and 'Report Quarter: 06/30/2002'. A central instruction reads 'Please upload your file to the server'. Below this is a large grey rectangular area containing a text input field, a 'Browse...' button, and an 'Upload File' button. At the bottom of this area is a button labeled 'No Data for This Quarter'. At the very bottom of the window are four links: 'Back to Previous Page', 'Return to Main Menu', 'Log Out', and 'Help'.

**Figure 50:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 47) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 51:** File Upload Window

3. When the desired file appears in the **File name** field, click . The **Upload File to Server** window (Figure 50) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click . The **Performance Outcomes – Job Seekers/Employers Quarterly Report** form is displayed (Figure 52).

## Labor Exchange 9002 Report System

### ETA 9002 C Quarterly Report Performance Outcomes - Job Seekers/Employers

State: MD		Report Due: 06/30/2002 Report Period: 03/31/2002															DMB No. 1206-0240 Expires: 06/30/2002				
Cumulative for Four Quarters Ending mm-dd-yyyy	A	B		C	D		E							F				G	H	I	
	Total Job Seekers	Employment Status at Registration		Eligible Claimant	Hispanic or Latino		Race							Education				Persons w/ Disability	MSFW	Dislocate Workers	
		Employed	Unemployed		Total	Yes	No	American Indian or Alaska Native	Asian	Black or African - American	Hawaiian Native or other Pacific Islander	white	More Than one Race	Other	In-School	Not High School Graduate or GED	High School Graduate or GED				Post Secondary Degree or Certification
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
1 Entered Employment	40073	1320	38753	7269	1683	38390	324	230	2081	21	10613	144	0	459	8297	28015	3328	489	2	425	
2 Entered Employment (Youth)	3897	101	3796	80	211	3686	27	19	153	6	1009	17	0	116	1792	1980	8	9	0	5	
3 Entered Employment (19-44)	29982	1095	28887	5345	1328	28654	243	177	1657	14	7439	109	0	308	5658	21711	2330	300	1	293	
4 Entered Employment (45-55)	4574	98	4476	1358	102	4472	40	29	212	0	1504	17	0	25	582	3212	756	145	1	97	
5 Entered Employment (55 and over)	1620	26	1594	486	42	1578	14	5	59	1	661	1	0	10	265	1112	234	35	0	30	
6 Entered_Employment_Rate_Base	60636			12350														905	5	726	
7 Entered Employment Rate	66			59														54	40	59	
8 Employment Refention at Six Mo.	19623	1030	18593	3137	126	19497	84	16	481	3	1687	54	0	292	3331	14543	1481	356	2	300	
9 Employment Retention at Six Mo. Base	23168			3664																	
10 Employment Retention Rate at Six Mo.	85			86																	
11 Entered Employment Follow S-A Services	31682			6197																	
12 Job Seeker Customer Satisfaction Score	65																				
13 # of Completed Surveys	1034																				
14 Sample Size	5000																				
15 Employer Customer Satisfaction Score	78																				
16 # of Completed Surveys	6000																				
17 Sample Size	10500																				

Reports Comments:

Your PIN Number:

**Figure 52:** Performance Outcomes – Job Seekers/Employers Quarterly Report Form

5. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 53).

A screenshot of a web browser window displaying a confirmation message. The window has a title bar that says "Confirmation". The main content area contains the following text: "The Report Name: Performance Outcomes - Job Seekers/Employers (9002 C)", "State: MD", "Report Period: 03/31/2002", "Has been Successfully submitted on 08/19/2002, 10:34 AM", and "And is now Certified." Below this text is a note: "Note: Please print this screen for your records." At the bottom of the window, there are two links: "Return to Menu" and "Log Out", separated by a vertical bar.

Confirmation

The Report Name: Performance Outcomes - Job Seekers/Employers (9002 C)  
State: MD  
Report Period: 03/31/2002  
Has been Successfully submitted on 08/19/2002, 10:34 AM  
And is now Certified.

Note: Please print this screen for your records.

[Return to Menu](#) | [Log Out](#)

**Figure 53:** Confirmation Message

### Submit Data Manually

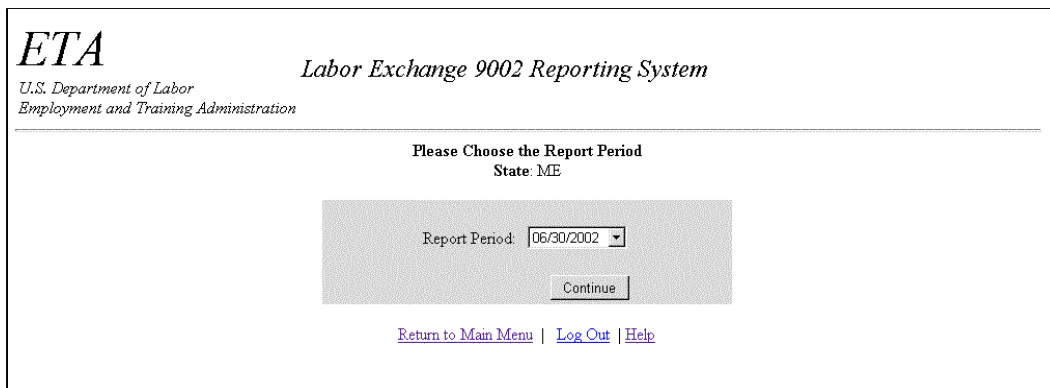
1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 49). The **Quarterly Report** form is displayed.
2. Type the report data in the fields within the white boxes. These fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 53).

# Enter Labor Exchange Performance Outcomes – Veterans Report (Form 9002D)

## Access Labor Exchange Performance Outcomes – Veterans Report

Follow the steps below to access the **Labor Exchange Performance Outcomes – Veterans Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 54) is displayed.



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Employment and Training Administration

*Labor Exchange 9002 Reporting System*

---

Please Choose the Report Period  
State: ME

Report Period: 06/30/2002 ▼

Continue

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 54:** Choose Report Period Window

3. Click the arrow at the end of the **Choose Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 55) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

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Employment and Training Administration

*Labor Exchange 9002 Reporting System*

---

**Form Selection**

State: ME  
Report Quarter: 06/30/2002

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

**Performance Outcomes - Veterans (9002 D)**

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 55:** Form Selection Window

4. Click **Performance Outcomes - Veterans (9002 D)** in the **Form Selection** window. The **Data Submission Options** window is displayed (Figure 56).

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U.S. Department of Labor  
Employment and Training Administration

*Labor Exchange 9002 Reporting System*

---

**Please Select Method to Submit Your Data**

Form Name: Performance Outcomes - Veterans (9002 D)  
State: ME

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 56:** Performance Outcomes – Veterans Data Submission Options Window

## Enter/Submit Labor Exchange Performance Outcomes – Veterans Report

---

You may submit the **Labor Exchange Performance Outcomes – Veterans Report** by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

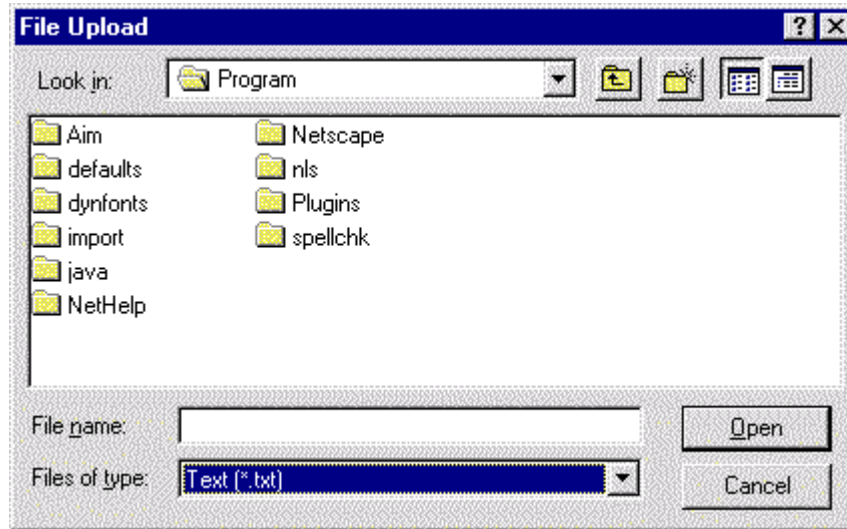
1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 56). The **Upload File to Server** window (Figure 57) is displayed.

The screenshot shows a web application window titled "Labor Exchange 9002 Reporting System". In the top left corner, it says "ETA U.S. Department of Labor Employment and Training Administration". The main content area displays the following information: "Form Name: Performance Outcomes - Veterans (9002 D)", "State: ME", and "Report Quarter: 06/30/2002". Below this, a bold instruction reads "Please upload your file to the server". Underneath the instruction is a grey rectangular box containing a white text input field, a "Browse..." button, and an "Upload File" button. At the bottom of the window, there are four blue hyperlinks: "Back to Previous Page", "Return to Main Menu", "Log Out", and "Help".

**Figure 57:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 58) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.





**Figure 58:** File Upload Window

3. When the desired file appears in the **File name** field, click  . The **Upload File to Server** window (Figure 57) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click  . The **Performance Outcomes – Veterans Quarterly Report** form is displayed (Figure 59).

<i><b>Labor Exchange 9002 Report System</b></i>																						
<b>ETA 9002 D Quarterly Report Performance Outcomes - Veterans</b>																						
State: MD		Report Due: 06/30/2002 Report Period: 03/31/2002														OMB No. 1205-0240 Expires: 06/30/2002						
Veteran Performance Outcomes		A Total Veterans and Eligible Persons				B Campaign Badge Veterans				C Vietnam Era Veterans				D Disabled Veterans				E Special Disabled Veterans				F Newly Sep. Veterans
		19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	19-44	45-54	55+	Total	Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1 Entered Employment		1782	786	324	2902	73	189	54	316	111	665	182	958	154	93	11	260	62	45	6	114	7
2 Entered Employment Rate Base		2714	1363	612	4704	107	341	111	560	173	1164	331	1668	249	163	30	444	103	80	12	196	11
3 Entered Employment Rate (%)		66	58	53	62	68	55	49	56	64	57	55	57	62	57	37	59	60	56	50	58	64
4 Employment Retention at Six Months		1208	476	145	1829	45	96	18	159	92	422	92	606	122	63	10	195	46	29	4	79	5
5 Employment Retention Rate at Six Months Base		1386	565	191	2142	47	111	20	178	112	492	114	718	144	75	11	230	57	32	5	94	6
6 Employment Retention Rate at Six Months (%)		87	84	76	85	96	86	90	89	82	86	81	84	85	84	91	85	81	91	80	84	83
7 Entered Employment Follow S-A Services		1635	731	304	2679	62	171	53	286	104	621	171	896	143	89	10	244	58	42	6	107	6
8 Entered Employment Follow S-A Services Base		2318	1130	500	3959	85	280	88	454	141	962	279	1382	218	137	24	381	89	64	10	164	9
9 Entered Employment Follow S-A Services Rate (%)		71	65	61	68	73	61	60	63	74	65	61	65	66	65	42	64	65	66	60	65	67
Reports Comments:																						
Your PIN Number:		<input style="width: 100%;" type="text"/>																				
		<input type="button" value="Submit"/>																				

**Figure 59: Performance Outcomes – Veterans Quarterly Report Form**

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click  . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 60).

The screenshot shows a web browser window with the title "Labor Exchange 9002 Reporting System". In the top left corner, it says "ETA U.S. Department of Labor Employment and Training Administration". The main content area is a large white rectangle. In the center of this rectangle is a smaller, gray-bordered box titled "Confirmation". Inside this box, the text reads: "The Report Name: Performance Outcomes - Veterans (9002 D)", "State: ME", "Report Period: 06/30/2002", "Has been Successfully submitted on 10/07/2002, 18:58 PM", and "And is now Certified." Below this text is a note: "Note: Please print this screen for your records." At the bottom of the main white rectangle, there are four blue hyperlinks: "Back to Previous Page", "Return to Main Menu", "Log Out", and "Help".

**Figure 60:** Confirmation Message

### Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 56). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 60).

# Enter Labor Exchange Job Openings Received Report (Form 9002E)

## Access Labor Exchange Job Openings Received Report

Follow the steps below to access the **Labor Exchange Job Openings Received Report**.

1. To access Labor Exchange 9002 forms, you must first access the reporting system's **Choose Report Program** window (Figure 3). See **Access Labor Exchange 9002/VETS 200 Reporting System** above.
2. Click **Labor Exchange 9002 Forms** in the **Choose Report Program** window. The **Choose Report Period** window (Figure 61) is displayed.

**ETA**  
U.S. Department of Labor  
Employment and Training Administration

*Labor Exchange 9002 Reporting System*

---

Please Choose the Report Period  
State: ME

Report Period: 06/30/2002 ▾

Continue

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 61:** Choose Report Period Window

3. Click the arrow at the end of the **Report Period** field and select the desired date, then click **Continue**. If your report submissions are up to date, the **Form Selection** window (Figure 62) is displayed. Continue to step 4. If you get an error message, see **Note B** above.

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**Form Selection**

State: ME  
Report Quarter: 06/30/2002

Service to Job Seeker (9002 A)

Service to Veterans (9002 B)

Performance Outcomes - Job Seekers/Employers (9002 C)

Performance Outcomes - Veterans (9002 D)

Job Openings Received (9002 E)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 62:** Form Selection Window

4. Click **Job Openings Received (9002 E)** in the **Form Selection** window, the **Data Submission Options** window is displayed (Figure 63).

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Employment and Training Administration

*Labor Exchange 9002 Reporting System*

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**Please Select Method to Submit Your Data**

Form Name: Job Openings Received (9002 E)  
State: ME

- [Submit your data by uploading a file](#)
- [Submit your data manually](#)

[Return to Main Menu](#) | [Log Out](#) | [Help](#)

**Figure 63:** 9002E Data Submission Options Window

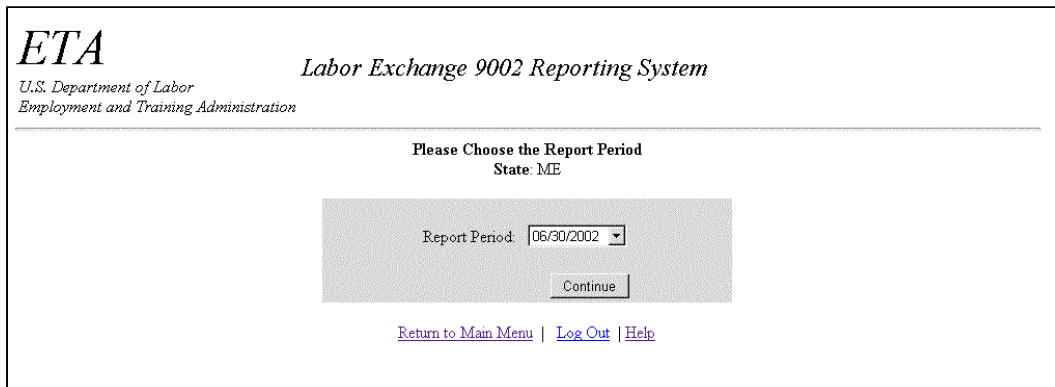
## Enter/Submit Labor Exchange Job Openings Received Report

---

You may submit the **Labor Exchange Job Openings Received Report** by uploading a data file or by entering the data manually.

### Submit Data by Uploading File

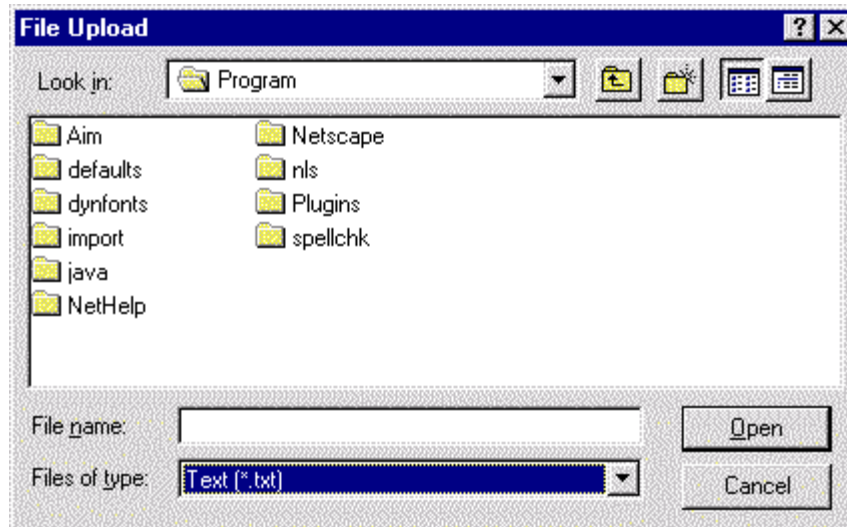
1. To use the upload data option, click Submit your data by uploading a file in the **Data Submission Options** window (Figure 63). The **Upload File to Server** window (Figure 64) is displayed.




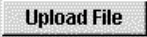
The screenshot shows the 'Upload File to Server' window. At the top left is the 'ETA' logo with the text 'U.S. Department of Labor' and 'Employment and Training Administration' below it. To the right of the logo is the title 'Labor Exchange 9002 Reporting System'. Below the title is a horizontal line. Under the line, the text 'Please Choose the Report Period' is centered, followed by 'State: ME'. In the center of the window is a grey rectangular box containing a 'Report Period:' label, a dropdown menu showing '06/30/2002', and a 'Continue' button. Below this box are three links: 'Return to Main Menu', 'Log Out', and 'Help'.

**Figure 64:** Upload File to Server Window

2. If you know the path name of the upload file, type it in the field; if you do not, click **Browse...**. The **File Upload** window (Figure 65) is displayed. Select **Text[\* .txt]** in the **Files of Type** field before you begin your search. Then select the upload file.



**Figure 65:** File Upload Window

3. When the desired file appears in the **File name** field, click  . The **Upload File to Server** window (Figure 64) is displayed again. The path and name for the selected file should appear in the **Browse** field.
4. Click  . The **Quarterly Report** form is displayed (Figure 66).

Labor Exchange 9002 Report System

ETA 9002 E Quarterly Report  
Job Openings Received

State: MO		Report Due: 06/30/2002 Report Period: 05/01/2002		DAB No. 1305-0245 Expiring: 05/30/2003																																																
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X																											
		PHET SOC	11-0000	12-0000	13-0000	14-0000	15-0000	16-0000	17-0000	18-0000	19-0000	20-0000	21-0000	22-0000	23-0000	24-0000	25-0000	26-0000	27-0000	28-0000	29-0000	30-0000	31-0000	32-0000	33-0000	34-0000	35-0000	36-0000	37-0000	38-0000	39-0000	40-0000	41-0000	42-0000	43-0000	44-0000	45-0000	46-0000	47-0000	48-0000	49-0000	50-0000	51-0000	52-0000	53-0000	54-0000	55-0000	56-0000	57-0000	58-0000	59-0000	60-0000
		Total	Management Occupations	Business and Financial Operations Occupations	Computer and Mathematical Occupations	Architecture and Engineering Occupations	Life, Physical and Social Science Occupations	Community and Social Services Occupations	Legal Occupations	Education, Training, and Library Occupations	Arts, Design, Entertainment, Sports, and Media Occupations	Healthcare Practitioner and Technical Occupations	Healthcare Support Occupations	Protective Service Occupations	Food Preparation and Serving Related Occupations	Banking and Finance Occupations	Personal Care and Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	Farming, Fishing, and Forestry Occupations	Construction and Extraction Occupations	Installation, Maintenance, and Repairs Occupations	Production Occupations	Transportation and Material Moving Occupations	Military Specific Occupations																											
1-6600 State Openings Received	1449	44	61	12	12	15	3	3	14	23	16	21	48	101	73	45	133	246	12	124	36	205	149	0																												
1-9900 Agriculture, Forestry, Fishing, and Hunting	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																												
2-9900 Mining	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																												
23-9900 Retail	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	1	0	0	1	0	0																												
23-9900 Construction	123	2	0	0	0	0	0	0	0	0	0	0	0	0	2	0	7	6	0	75	15	7	13	0																												
30-9900 Manufacturing	279	1	3	2	6	0	0	0	0	0	0	0	0	0	1	0	2	10	0	8	0	27	12	0																												
42-9900 Wholesale Trade	38	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	2	12	0	2	2	8	39	0																												
44-40 Metal Trade	120	6	0	0	0	0	0	0	0	0	1	0	1	0	0	0	59	26	0	2	8	3	14	0																												
44-4900 Transportation and Warehousing	71	2	1	0	1	0	0	0	0	10	0	0	1	0	0	0	0	2	0	1	0	7	36	0																												
5-9900 Information	52	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	4	15	0	0	0	24	2	0																												
52-9900 Finance and Insurance	104	4	7	1	6	0	0	1	0	1	0	0	0	0	6	0	24	57	0	0	0	1	2	0																												
53-9900 Real Estate and Rental and Leasing	40	0	1	0	0	0	0	0	1	0	0	0	1	0	6	0	7	5	0	6	8	3	2	0																												
54-9900 Professional, Scientific, and Technical Services	71	3	41	0	0	2	0	0	2	2	0	0	2	4	1	0	7	5	0	0	0	2	0	0																												
56-9900 Management of Companies and Enterprises	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	2	0	1	0																												
60-9900 Health and Social Assistance	76	1	2	0	0	0	0	0	0	0	0	1	6	0	11	0	8	8	1	8	10	10	10	0																												
62-9900 Educational Services	22	0	2	7	6	0	0	0	0	0	0	0	1	3	5	0	0	2	0	0	0	0	2	0																												
63-9900 Health Care and Social Assistance	127	7	0	0	0	0	0	0	11	0	14	20	0	12	9	23	5	12	0	0	0	0	3	0																												
79-9900 Arts, Entertainment, and Recreation	17	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	2	2	0	0	2	0	0	0																												
79-9900 Accommodation and Food Services	115	3	0	0	0	0	0	0	0	0	0	0	0	66	22	2	0	7	0	0	10	1	4	0																												
80-9900 Other Services	41	0	0	0	0	0	0	0	0	0	0	0	0	2	4	2	3	11	1	2	6	2	2	0																												
90-9900 Public Administration	191	14	2	2	3	10	1	2	0	6	1	0	26	26	2	18	1	63	0	20	4	6	6	0																												
9-9900 Federal Contractor Job Listings	5533																																																			
9-9900 Federal Contractors	599																																																			
9-9900 Total Employees	5631																																																			

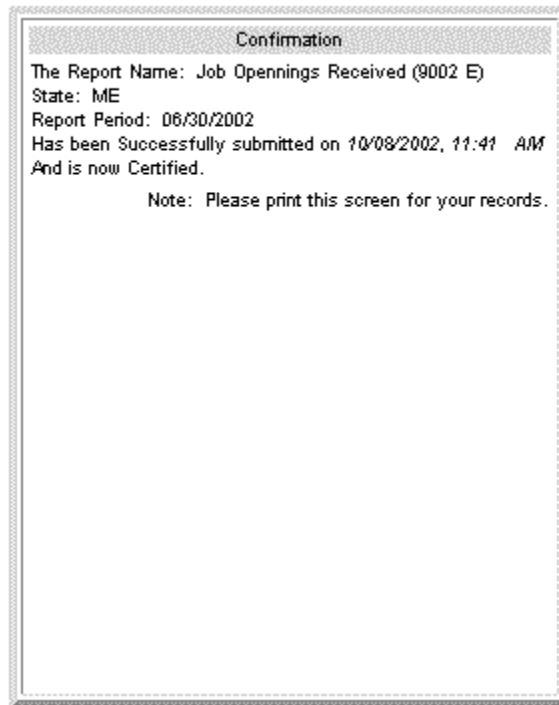
Reports Comments:

Your PIN Number:

Figure 66: ETA 9002E Quarterly Report Form

- To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (Figure 67).



A screenshot of a web-based confirmation message. The message is titled "Confirmation" and contains the following text: "The Report Name: Job Openings Received (9002 E)", "State: ME", "Report Period: 06/30/2002", "Has been Successfully submitted on 10/08/2002, 11:41 AM", and "And is now Certified." Below this text is a note: "Note: Please print this screen for your records." The entire message is enclosed in a rectangular border with a shaded header area.

Confirmation

The Report Name: Job Openings Received (9002 E)  
State: ME  
Report Period: 06/30/2002  
Has been Successfully submitted on 10/08/2002, 11:41 AM  
And is now Certified.

Note: Please print this screen for your records.

**Figure 67:** Confirmation Message

### Submit Data Manually

1. To enter report data manually, click Submit your data manually in the **Data Submission Options** window (Figure 63). The **Quarterly Report** form is displayed.
2. Type the report data into the appropriate fields. All fields must have a valid numerical entry. If there is no data for a field, a zero must be entered. Press the **Tab** key to move from field to field. The **Reports Comments** field is the only field that accepts text.
3. After you type all the report data, print a copy of the report to review for accuracy and to file in your records.
4. To submit this form, you must enter your **PIN** in the **Your PIN Number** field, then click . When the report is accepted, it is entered to the system, and a confirmation message is displayed showing the date and time (See Figure 67).

## Appendix A: EIMS - Labor Exchange Reporting System - Zero Report Handling

Report 1				Report 2				Report 3 "ZERO REPORT"				Report 4				Report 5			
900,000				1,000,000				1,000,000				1,100,000				975,000			
Q1	Q 2	Q 3	Q 4	Q 2	Q 3	Q 4	Q 5	Q 2	Q 3	Q 4	Q 5	Q 4	Q 5	Q 6	Q 7	Q 5	Q 6	Q 7	Q 8
*	*	*	*	*	*	*	*	-	*	*	*	*	*	*	*	*	*	*	*

This is the example of the Rolling 4 quarters reporting

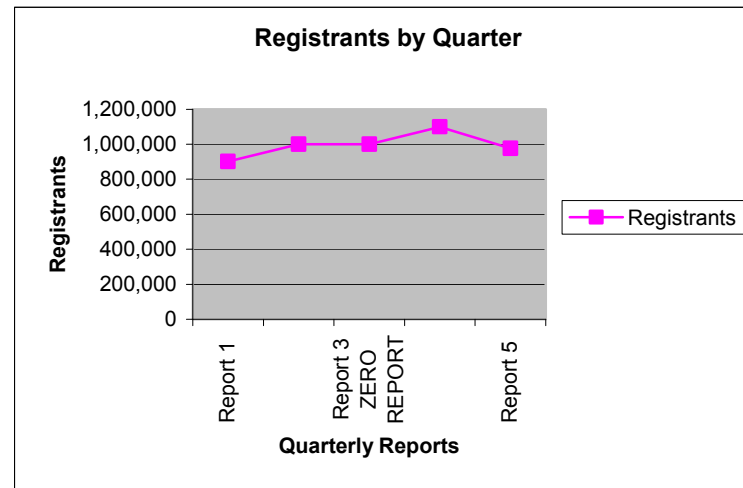
Three quarters of data (3,4&5) would have been included in the report. Therefore, the report is off by 1 quarter of data.

A Zero Report allows the state 45 days from the end of the reporting period (which is 45 days after the end of the quarter) to fix the problem before or 90 days before the next report is due.

After fixing the system problem the state reports 4 full quarters of data from the correct quarters.

Upon certification of Report 4, Report 3 is **LOCKED**. A state could correct Report 3 before entering and certifying Report 4. This would not be required however.

Using the figures above, the following chart shows a possible Zero Report scenario and the effect of an un-corrected Zero Report.



## Appendix B: Record Layout VETS 200 A (DVOP) Quarterly Report

Row #	State	Rep Qtr	Form Name	2	3	4	5	6	7	8	9
1	VA	20011231	200 A	99	99	99	99	99	99	99	99

"1","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "2","VA","20011231","200A",99,99,99,99,99,99,99,,  
 "3","VA","20011231","200A",99,99,99,99,99,99,99,,  
 "4","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "5","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "6","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "7","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "8","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "9","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "10","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "11","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "12","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "13","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "14","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "15","VA","20011231","200A",99,99,99,99,99,99,99,99  
 "16","VA","20011231","200A",,,99,99,99,,99,99,,  
 "17","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "18","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "19","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "20","VA","20011231","200A",,,99,99,99,99,99,99,99  
 "21","VA","20011231","200A",,,99,99,99,99,99,99,99  
 "22","VA","20011231","200A",,,99,99,99,99,99,99,99  
 "23","VA","20011231","200A",,,99,99,99,99,99,99,99  
 "24","VA","20011231","200A",,,99,99,99,99,99,99,99  
 "25","VA","20011231","200A",,,99,99,99,99,99,99,99  
 "26","VA","20011231","200A",,,99,99,99,99,99,99,99  
 "27","VA","20011231","200A",,,99,99,99,99,99,99,99  
 "28","VA","20011231","200A",,,99,99,99,99,99,99,99  
 "29","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "30","VA","20011231","200A",99,99,99,99,99,99,99,99,99  
 "31","VA","20011231","200A",,,99,99,99,,99,99,,

## Appendix C: Record Layout VETS 200 B (LVER) Quarterly Report

Row #	State	Rep Qtr	Form Name	2	3	4	5	6	7	8	9
1	VA	20011231	200 B	99	99	99	99	99	99	99	99

"1","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "2","VA","20011231","200B",99,99,99,99,99,99,99,99,,  
 "3","VA","20011231","200B",99,99,99,99,99,99,99,99,,  
 "4","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "5","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "6","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "7","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "8","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "9","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "10","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "11","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "12","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "13","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "14","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "15","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "16","VA","20011231","200B",99,99,99,99,99,99,,  
 "17","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "18","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "19","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "20","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "21","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "22","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "23","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "24","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "25","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "26","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "27","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "28","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "29","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "30","VA","20011231","200B",99,99,99,99,99,99,99,99,99  
 "31","VA","20011231","200B",99,99,99,99,99,99,,

## Appendix D: Record Layout VETS 200 C (DVOP/LVER) Quarterly Report

Row #	State	Rep Qtr	Form Name	2	3	4	5	6	7	8	9
1	VA	20011231	200 C	99	99	99	99	99	99	99	99

"1","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "2","VA","20011231","200C",99,99,99,99,99,99,99,99,,  
 "3","VA","20011231","200C",99,99,99,99,99,99,99,99,,  
 "4","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "5","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "6","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "7","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "8","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "9","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "10","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "11","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "12","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "13","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "14","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "15","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "16","VA","20011231","200C",99,99,99,99,99,99,99,99,,  
 "17","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "18","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "19","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "20","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "21","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "22","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "23","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "24","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "25","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "26","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "27","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "28","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "29","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "30","VA","20011231","200C",99,99,99,99,99,99,99,99,99  
 "31","VA","20011231","200C",99,99,99,99,99,99,99,99,,

## Appendix E: Record Layout ETA 9002 A (Service to Job Seekers) Quarterly Report

Row #	State	Rep Qtr	Form Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	MD	20011231	9002A	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

“1”, “MD”, “20011231”, “9002A”, 99  
 “2”, “MD”, “20011231”, “9002A”, 99  
 “3”, “MD”, “20011231”, “9002A”, 99  
 “4”, “MD”, “20011231”, “9002A”, 99  
 “5”, “MD”, “20011231”, “9002A”, 99  
 “6”, “MD”, “20011231”, “9002A”, 99  
 “7”, “MD”, “20011231”, “9002A”, 99  
 “8”, “MD”, “20011231”, “9002A”, 99  
 “9”, “MD”, “20011231”, “9002A”, 99  
 “10”, “MD”, “20011231”, “9002A”, 99  
 “11”, “MD”, “20011231”, “9002A”, 99  
 “12”, “MD”, “20011231”, “9002A”, 99  
 “13”, “MD”, “20011231”, “9002A”, 99  
 “14”, “MD”, “20011231”, “9002A”, 99  
 “15”, “MD”, “20011231”, “9002A”, 99  
 “16”, “MD”, “20011231”, “9002A”, 99  
 “17”, “MD”, “20011231”, “9002A”, 99

## Appendix F: Record Layout ETA 9002 B (Service to Veterans) Quarterly Report

Row #	State	Rep Qtr	Form Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	MD	20011231	9002B	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

“1”, “MD”, “20011231”, “9002B”, 99  
 “2”, “MD”, “20011231”, “9002B”, 99  
 “3”, “MD”, “20011231”, “9002B”, 99  
 “4”, “MD”, “20011231”, “9002B”, 99  
 “5”, “MD”, “20011231”, “9002B”, 99  
 “6”, “MD”, “20011231”, “9002B”, 99  
 “7”, “MD”, “20011231”, “9002B”, 99  
 “8”, “MD”, “20011231”, “9002B”, 99  
 “9”, “MD”, “20011231”, “9002B”, 99  
 “10”, “MD”, “20011231”, “9002B”, 99  
 “11”, “MD”, “20011231”, “9002B”, 99  
 “12”, “MD”, “20011231”, “9002B”, 99  
 “13”, “MD”, “20011231”, “9002B”, 99  
 “14”, “MD”, “20011231”, “9002B”, 99  
 “15”, “MD”, “20011231”, “9002B”, 99  
 “16”, “MD”, “20011231”, “9002B”, 99

## **Appendix G: Record Layout ETA 9002 C (Performance Outcomes – Job Seekers/Employers) Quarterly Report**

[illegible][illegible]



## Appendix H: Record Layout ETA 9002 D (Performance Outcomes – Veterans) Quarterly Report

Row #	State	Rep Qtr	Form Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	MD	20011231	9002D	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99	99

“1”, “MD”, “20011231”, “9002D”, 99  
 “2”, “MD”, “20011231”, “9002D”, 99  
 “3”, “MD”, “20011231”, “9002D”, 99  
 “4”, “MD”, “20011231”, “9002D”, 99  
 “5”, “MD”, “20011231”, “9002D”, 99  
 “6”, “MD”, “20011231”, “9002D”, 99  
 “7”, “MD”, “20011231”, “9002D”, 99  
 “8”, “MD”, “20011231”, “9002D”, 99  
 “9”, “MD”, “20011231”, “9002D”, 99

## Appendix I: Record Layout ETA 9002 E (Job Openings Received) Quarterly Report

[illegible][illegible]

## **Appendix J: State and National Summary Edit Checks ETA 9002A (Service to Job Seekers) Quarterly Report**

For every row on the 9002 A, the value in Column A1 is greater than or equal to the sum of the values in Column B2 plus Column B3 for that row.

*Column A1 Row 1 >= Column B2 Row 1 + Column B3 Row 1*

*Column A1 Row 2 >= Column B2 Row 2 + Column B3 Row 2*

*Column A1 Row 3 >= Column B2 Row 3 + Column B3 Row 3*

*Column A1 Row 4 >= Column B2 Row 4 + Column B3 Row 4*

*Column A1 Row 5 >= Column B2 Row 5 + Column B3 Row 5*

*Column A1 Row 6 >= Column B2 Row 6 + Column B3 Row 6*

*Column A1 Rows 7 – 15 = Columns B2 Rows 7-15 + Columns B3 Rows 7-15*

For every column on the 9002 A, the value in Row 1 is equal to or greater than the value in every other row for that column.

*Column A1 Row 1 >= Column A1 Row 2 thru A1 Row 15*

*Column B2 Row 1 >= Column B2 Row 2 thru B2 Row 15*

*Column B3 Row 1 >= Column B3 Row 2 thru B3 Row 15*

*Column C4 Row 1 >= Column C4 Row 2 thru C4 Row 15*

For every column on the 9002 A, the value in Row 1 is equal to or greater than the sum of the values in Row 5 plus Row 6 for that column.

*Column A1 Row 1 >= Column A1 Row 5 + Column A1 Row 6*

*Column B2 Row 1 >= Column B2 Row 5 + Column B2 Row 6*

*Column B3 Row 1 >= Column B3 Row 5 + Column B3 Row 6*

*Column C4 Row 1 >= Column C4 Row 5 + Column C4 Row 6*

For every column on the 9002 A, the value in Row 1 is equal to or greater than the sum of the values in Row 7 plus Row 8 for that column.

*Column A1 Row 1 >= Column A1 Row 7 + Column A1 Row 8*

*Column B2 Row 1 >= Column B2 Row 7 + Column B2 Row 8*

*Column B3 Row 1 >= Column B2 Row 7 + Column B2 Row 8*

*Column C4 Row 1 >= Column C4 Row 7 + Column C4 Row 8*

For every column on the 9002 A, the value in Row 8 is equal to the sum of the values in Row 9 plus Row 10 plus Row 11 for that column.

*Column A1 Row 8 = Column A1 Row 9 + Column A1 Row 10 + Column A1 Row 11*

*Column B2 Row 8 = Column B2 Row 9 + Column B2 Row 10 + Column B2 Row 11*

*Column B3 Row 8 = Column B3 Row 9 + Column B3 Row 10 + Column B3 Row 11*

*Column C4 Row 8 = Column C4 Row 9 + Column C4 Row 10 + Column C4 Row 11*

# Appendix K: State and National Summary Edit Checks ETA 9002B (Service to Job Seekers) Quarterly Report

For every column on the 9002 B, the value in Row 1 is equal to or greater than the value in every other row for that column.

*Column A1 Row 1 >= Columns A1 Row 2 thru A1 Row 14*

*Column A2 Row 1 >= Columns A2 Row 2 thru A2 Row 14*

*Column A3 Row 1 >= Columns A3 Row 2 thru A3 Row 14*

*Column A4 Row 1 >= Columns A4 Row 2 thru A4 Row 14*

*Columns B5 - 8 Row 1 >= Columns B5-8 Row 2 thru B5-8 Row 16*

*Columns C9-10 Row 1 >= Columns C9-10 Row 2 thru C9-10 Row 16*

*Columns D13-14 Row 1 >= Columns D13-16 Row 2 thru D13-16 Row 14*

*Columns E17-20 Row 1 >= Columns E17-20 Row 2 thru E17-20 Row 16*

*Columns F21 Row 1 >= Columns F21 Row 2 thru F21 Row 16*

For the value in Column A4 Row 4 is equal to or greater than the value in Rows 5 - 14.

For the value in Column B8 Row 4 is equal to or greater than the value in Rows 5 - 16.

For the value in Column C12 Row 4 is equal to or greater than the value in Rows 5 - 16.

For the value in Column D16 Row 4 is equal to or greater than the value in Rows 5 - 14.

For the value in Column E20 Row 4 is equal to or greater than the value in Rows 5 - 16.

For the value in Column F21 Row 4 is equal to or greater than the value in Rows 5 - 16.

*Column A4 Row 4 >= Columns A4 Row 5 thru A4 Row 14*

*Column B8 Row 4 >= Columns B8 Row 5 thru A4 Row 16*

*Column C12 Row 4 >= Columns C12 Row 5 thru A4 Row 16*

*Column D16 Row 4 >= Columns D16 Row 5 thru A4 Row 14*

*Column E20 Row 4 >= Columns E20 Row 5 thru A4 Row 16*

*Column F21 Row 4 >= Columns F21 Row 5 thru A4 Row 16*

For Sections A through E on the 9002 B, the value in the Total column of each section is greater than or equal to the sum of the three age breakdown columns in that section.

*Column A4 Row 1 >= Column A1 Row 1 + Column A2 Row 1 + Column A3 Row 1*

*Column A4 Row 2 >= Column A1 Row 2 + Column A2 Row 2 + Column A3 Row 2*

*Column A4 Rows 3-14 >= Column A1 Rows 3-14 + Columns A2 Rows 3-14 + Columns A3 Rows 3-14*

*Column B8 Row 1 >= Column B5 Row 1 + Column B6 Row 1 + Column B7 Row 1*

*Column B8 Rows 2 - 16 >= Column B5 Row 2 - 16 + Column B6 Rows 2 - 16 + Column B7 Rows 2 - 16*

*Column C12 >= Column C9 Row 1 + Column C10 Row 1 + Column C11 Row 1*

*Column C12 >= Column C9 Rows 2 - 16 + Column C10 Rows 2-16 + Column C11 Rows 2-16*

*Column D16 >= Column D13 Row 1 + Column D14 Row 1 + Column D15 Row 1*

*Column D16 >= Column D13 Row 2-14 + Column D14 Rows 2 - 14 + Columns D15 Rows 2-14*

*Column E20 >= Column 17 Row 1 + Column 18 Row 1 + Column 19 Row 1*

*Column E20 >= Column 17 Row 2-16 + Column 18 Row 2-16 + Column 19 Row 2-16*

For Sections A through F, the value in Row 1 of each column is equal to or greater than the sum of the values in Row 2 plus Row 3 for that column.

*Column A1 Row 1 >= Column A1 Row 2 + Column A1 Row 3*

*Column A2 Row 1 >= Column A2 Row 2 + Column A2 Row 3*

*Column A3 Row 1 >= Column A3 Row 2 + Column A3 Row 3*

*Column A4 Row 1 >= Column A4 Row 2 + Column A4 Row 3*

# **Appendix L: State and National Summary Edit Checks ETA 9002C (Performance Outcomes-Job Seekers/Employers) Quarterly Report**

For every column on the 9002 C, the value in Row 1 of that column is equal to or greater than the sum of the values in Row 2 plus Row 3 plus Row 4 plus Row 5 for that column.

*ColumnA1 Row1 >= ColumnA1 Row2 + ColumnA1 Row3 + ColumnA1 Row4 + ColumnA1 Row5*

*ColumnB2 Row1 >= ColumnB2 Row2 + ColumnB2 Row3 + ColumnB2 Row4 + ColumnB2 Row5*

*ColumnB3 Row1 >= ColumnB3 Row2 + ColumnB3 Row3 + ColumnB3 Row4 + ColumnB3 Row5*

*ColumnC4 Row1 >= ColumnC4 Row2 + ColumnC4 Row3 + ColumnC4 Row4 + ColumnC4 Row5*

For every unshaded row on the 9002 C, the value in Column A1 is equal to or greater than the sum of the values in Column B2 plus Column B 3 for that row.

*Column A1 Row 1 >= Column B2 Row 1 + Column B3 Row 1*

*Column A1 Row 2 >= Column B2 Row 2 + Column B3 Row 2*

*Column A1 Row 3 >= Column B2 Row 3 + Column B3 Row 3*

*Column A1 Row 4 >= Column B2 Row 4 + Column B3 Row 4*

*Column A1 Row 5 >= Column B2 Row 5 + Column B3 Row 5*

*Column A1 Row 8 >= Column B2 Row 8 + Column B3 Row 8*

The value in Column A1 Row 7 is equal to the value in Column A1 Row 1 divided by the value in Column A1 Row 6 and rounded to the next whole number

*Column A1 Row 7 = Column A1 Row 1 divided by Column A1 Row 6*

The value in Column A1 Row 10 is equal to the value in Column A1 Row 8 divided by the value in Column A1 Row 9 and rounded to the next whole number

*Column A1 Row 10 = Column A1 Row 8 divided by Column A1 Row 9*

The value in Column A1 Row 12 is to be rounded to the next whole number

The value in Column A1 Row 15 is to be rounded to the next whole number

# Appendix M: State and National Summary Edit Checks ETA 9002D (Performance Outcomes – Veterans) Quarterly Report

For Sections A through E on the 9002 D, the value in the Total column of each section is greater than or equal to the sum of the three age breakdown columns in that section.

*Column A4 Row 1 >= Column A1 Row 1 + Column A2 Row 1 + Column A3 Row 1*

*Column A4 Row 2 >= Column A1 Row 2 + Column A2 Row 2 + Column A3 Row 2*

*Column A4 Row 4 >= Column A1 Row 4 + Columns A2 Row 4 + Columns A3 Row 4*

*Column A4 Row 5 >= Column A1 Row 5 + Columns A2 Row 5 + Columns A3 Row 5*

*Column A4 Row 7 >= Column A1 Row 7 + Columns A2 Row 7 + Columns A3 Row 7*

*Column A4 Row 8 >= Column A1 Row 8 + Columns A2 Row 8 + Columns A3 Row 8*

*Column B8 Row 1 >= Column B5 Row 1 + Column B6 Row 1 + Column B7 Row 1*

*Column B8 Rows 2 – 9 >= Column B5 Rows 2 – 9 + Column B6 Rows 2 – 9 + Column B7 Rows 2 – 9*

*Column C12 >= Column C9 Row 1 + Column C10 Row 1 + Column C11 Row 1*

*Column C12 >= Column C9 Rows 2 – 9 + Column C10 Rows 2-9 + Column C11 Rows 2-9*

*Column D16 >= Column D13 Row 1 + Column D14 Row 1 + Column D15 Row 1*

*Column D16 >= Column D13 Row 2-9 + Column D14 Rows 2 – 9 + Columns D15 Rows 2-9*

*Column E20 >= Column 17 Row 1 + Column 18 Row 1 + Column 19 Row 1*

*Column E20 >= Column 17 Row 2-9 + Column 18 Row 2-9 + Column 19 Row 2-9*

For every column on the 9002 D, the value in Row 3 is equal to the value in Row 1 divided by the value in Row 2 for that column.

*Column A1 Row 3 = Column A1 Row 1 divided by Column A1 Row 2*

*Column A2 Row 3 = Column A2 Row 1 divided by Column A2 Row 2*

*Column A3 Row 3 = Column A3 Row 1 divided by Column A3 Row 2*

*Column A4 Row 3 = Column A4 Row 1 divided by Column A4 Row 2*

*Columns B 5-8 Row 3 = Columns B5 – 8 Row 1 divided by Columns B5 – 8 Row 2*

*Columns C 9-12 Row 3 = Columns C9 – 12 Row 1 divided by Columns C9 – 12 Row 2*

*Columns D 13-16 Row 3 = Columns D13 – 16 Row 1 divided by Columns D 13 – 16 Row 2*

*Columns E 17-20 Row 3 = Columns E 17 – 20 Row 1 divided by Columns E17 – 20 Row 2*

*Column F 21 Row 3 = Column F21 Row 1 divided by Column F21 Row 2*

For every column on the 9002 D, the value in Row 6 is equal to the value in Row 4 divided by the value in Row 5 for that column.

*Column A1 Row 6 = Column A1 Row 4 divided by Column A1 Row 5*

*Column A2 Row 6 = Column A2 Row 4 divided by Column A2 Row 5*

*Column A3 Row 6 = Column A3 Row 4 divided by Column A3 Row 5*

*Column A4 Row 6 = Column A4 Row 4 divided by Column A4 Row 5*

*Column B5-8 Row 6 = Column B5 – 8 Row 4 divided by Columns B5 – 8 Row 5*

*Column C 9-12 Row 6 = Column C9-12 Row 4 divided by Columns C9-12 Row 5*

*Column D13-16 Row 6 = Column D13-16 Row 4 divided by Columns D13-16 Row 5*

*Column E17-20 Row 6 = Column E17-20 Row 4 divided by Columns E17 – 20 Row 5*

*Column F21 Row 6 = Column F21 Row 4 divided by Column F21 Row 5*

For every column on the 9002 D, the value in Row 9 is equal to the value in Row 7 divided by the value in Row 8 for that column.

*Column A1 Row 9 = Column A1 Row 7 divided by Column A1 Row 8*

*Column A2 Row 9 = Column A2 Row 7 divided by Column A2 Row 8*

*Column A3 Row 9 = Column A3 Row 7 divided by Column A3 Row 8*

*Column A4 Row 9 = Column A4 Row 7 divided by Column A4 Row 8*

*Columns B5-8 Row 9 = Columns B5 – 8 Row 7 divided by Columns B 5 – 8 Row 8*

*Columns C9-12 Row 9 = Columns C9-12 Row 7 divided by Columns C9-12 Row 8*

*Columns E17-20 Row 9 = Columns E17-20 Row 7 divided by Columns E17 – 20 Row 8*

*Column F21 Row 9 = Column F21 Row 7 divided by Column F21 Row 8*

## **Appendix N: State and National Summary Edit Checks ETA 9002E (Job Openings Received) Quarterly Report**

For every column on the 9002 E, the value in Row 1 is equal to the sum of the values in Row 11 through Row 92 for that column.

*Column A Row 1 = the sum of Rows 11 - 92*

*Column B Row 1 = the sum of Rows 11 - 92*

*Column C Row 1 = the sum of Rows 11-92*

*Column D – W Row 1 = the sum of Rows 11-92*

For every row on the 9002 E, the value in Column A is equal to the sum of the values in Column B through Column X for that row.

*Column A Row 1 = the sum of Column B Row 1 thru Column W Row 1*

*Column A Row 21 = the sum of Columns B Row 11 thru Column W Row 11*

*Column A Row 22 = the sum of Columns B Row 22 thru Column W Row 22 (23, 31-33, 42,44-45,48-49,51,52,53,54,55,56,61,62,71,72,81,92)*

# **Appendix O: State and National Summary Edit Checks ETA VETS 200 A (DVOP), VETS 200 B (LVER), VETS 200 C (DVOP / LVER) Quarterly Reports**

For Column A Row 1 is equal to or greater than the sum of the values in Column A Row 2 plus Column A Row 3.

For Column B Row 1 is equal to or greater than the sum of the values in Column B Row 2 plus Column B Row 3.

*Column A Row 1 >= Column A Row 2 + Column A Row 3*

*Column B Row 1 >= Column B Row 2 + Column B Row 3*

For Column A Row 1 is equal to or greater than the sum of the values in Column A Row 4 plus Column A Row 5 plus Column A Row 6.

For Column B Row 1 is equal to or greater than the sum of the values in Column B Row 4 plus Column B Row 5 plus Column B Row 6.

*Column A Row 1 >= Column A Row 4 + Column A Row 5 + Column A Row 6*

*Column B Row 1 >= Column B Row 4 + Column B Row 5 + Column B Row 6*

For Column A Row 7 is equal to or greater than or equal to the values in Column A Row 8 thru Column A Row 15.

For Column B Row 7 is equal to or greater than or equal to the values in Column B Row 8 thru Column B Row 16.

*Column A Row 7 >= Column A Row 8 thru Row 15*

*Column B Row 7 >= Column B Row 8 thru Row 16*

For Column A Row 7 value in equal to or greater than Column A Row 1.

*Column A Row 7 >= Column A Row 1*

For Column B Row 7 value in equal to or greater than Column B Row 1.

*Column A Row 7 >= Column A Row*

The value in Column A Row 19 is equal to the Column A Row 17 divided by the value in Column A Row 18 multiplied by 100 and rounded to the next whole number.

The value in Column B Row 19 is equal to the Column B Row 17 divided by the value in Column B Row 18 multiplied by 100 and rounded to the next whole number.

*Column A Row 19 = Round (Column A Row 17 / Column A Row 18 \* 100)*

*Column B Row 19 = Round (Column B Row 17 / Column B Row 18 \* 100)*

The value in Column B Row 22 is equal to the Column B Row 20 divided by the value in Column B Row 21 multiplied by 100 and rounded to the next whole number.

The value in Column B Row 25 is equal to the Column B Row 23 divided by the value in Column B Row 24 multiplied by 100 and rounded to the next whole number.

The value in Column B Row 28 is equal to the Column B Row 26 divided by the value in Column B Row 27 multiplied by 100 and rounded to the next whole number.

*Column B Row 22 = Round (Column B Row 21 / Column B Row 23 \* 100)*

*Column B Row 25 = Round (Column B Row 23 / Column B Row 24 \* 100)*

*Column B Row 28 = Round (Column B Row 26 / Column B Row 27 \* 100)*